

Fresno

Workforce Development Board

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FRESNO OCCUPATIONAL OUTLOOK REPORT USERS:

It is with pride that the Fresno Workforce Development Board presents you with our 1997 Fresno Occupational Outlook Report and Training Directory.

Over the 10 years that this report has been published, many organizations and individuals have found its information helpful for a wide variety of purposes. It is used by employers as a wage survey and as an indicator of labor supply. Students use the report to help choose an occupation that will match their skills and interests and provide employment opportunities in the future. Vocational Counselors use it to help clients select a career path and job developers use it to help jobseekers find jobs in Fresno County. It is also used as a planning tool by educational, employment and training programs in the community.

The Fresno Workforce Development Board has been a leader in working with the State of California Employment Development Department to develop and implement this state/local cooperative project. Representatives from many organizations and businesses have participated in a Fresno Occupational Information Coordination Committee to advise us on survey design and selection of occupations to study. Together with the employers who answered our survey questions, we have produced this report for your use.

I hope that you will continue to find this report useful. If you have any suggestions or comments, please call us at the Fresno Workforce Development Board (209)233-4500 or complete the enclosed questionnaire from the Employment Development Department.

Sincerely,

Cindy Merzon
Interim Chief Executive Officer



Occupational Outlook Report

&

Training Directory

1997

Fresno Workforce Development Board

The California Cooperative
CCOIS
Occupational Information System

PREFACE

LOCAL STAFF FOR THE CCOIS

The Fresno Workforce Development Board serves as the lead agency in the local implementation of the California Cooperative Occupation Information Systems- CCOIS

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Acknowledgements

Special thanks is given to the following groups and individuals for their contribution to this publication:
The more than 300 local employers who took their time to provide the information that made this report possible.

1997 Local Occupational Information coordinating committee

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Employment Development Department- Labor Market Information Division Staff in Sacramento
California Occupational Information Coordinating Committee (CCOIS) and its Member agencies
Other Contributors
Training providers, professional resource people and other CCOIS project sites

A Special Message for Readers and Users

The Fresno Workforce Development Board and the State of California Employment Development Department - Labor Market Information Division have made a substantial effort to ensure the accuracy of the information contained in this report. We are committed to high standards of research and to high quality labor market information for local users. However, the data is collected by survey from local employers and training providers and no attempt is made to verify the accuracy of the data that is supplied. Labor market research is not a precise science and may be impacted by a variety of factors in a short period of time. The data must be viewed like a photograph, which captures a view of reality at a specific point in time. Therefore, the data should be used with care.

It should also be noted that the Federal minimum wage increased during the year of the study. Therefore, the lower salaries reported in this study, will not reflect the effect of the new minimum wage law. The new minimum wage as of September 1, 1997 is at \$5.15/hr.

While recognizing the above stated limitations, we encourage you to approach the data with confidence due to the commitment to quality and years of research experience that are provided by the local and state CCOIS Staff.

CHAPTER 1:

INTRODUCTION

WHY THE RESEARCH IS DONE

SEVEN MAJOR USES OF THE CCOIS REPORT

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

- Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

- Selection of Skills Training Programs and Schools

Training seekers, career counselors and employers can find information on training currently available in Fresno County for the occupations surveyed between 1995 and 1997 (see index in Chapter 2). This report provides an easy to use, single source, and cross-reference between occupations and training.

- Program Planning

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

- Curriculum Design

Training providers can assess and update their curriculum, based on current employer needs and projected trends, as indicated in this report.

- Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential of business growth and development in our labor market area.

- Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

- Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified Workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. To maximize the use of this information, please contact the Fresno Workforce Development Board (FWDB) at (209) 266-3742.

WHO IS INVOLVED IN THE CCOIS

EMPLOYMENT DEVELOPMENT DEPARTMENT /LABOR MARKET INFORMATION DIVISION

The Employment Development Department (EDD) is a department of the State of California. EDD's Labor Market Information Division (LMID) is the division responsible for the collection analysis of labor market information in California. LMID is the contract administrator for the CCOIS Program. EDD/LMID also produces valuable labor market information report and document that are used for both local and statewide planning.

CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

The California Occupational Information Coordinating Committee (COICC) is an inter-agency committee created by the state legislature to promote the development and use of a statewide occupational information system. The COICC played the key leadership role in developing the Training Component of the CCOIS and the Occupational Outlook Report. Committee members are as follows:

Employment Development Department	Department of Trade and Commerce	Department of Social Services
Chancellor's Office, Community Colleges	Local Employers (Not Attending)	Employment Training Panel
Council for Private Postsecondary & Voc. Ed.	State Job Training Coordinating Council	Department of Education

FRESNO WORKFORCE DEVELOPMENT BOARD

FWDB serves as the local contractor for the collection of data under the CCOIS umbrella. FWDB is a non-profit organization that is responsible for administering Job Training Partnership (JTPA) funds. These funds are designated for job training and job placement assistance to individuals with barriers to employment in Fresno County.

LOCAL OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

The Local Occupational Information Coordinating Committee (LOICC) represents many of the potential users of this report. The purpose of the group is to assist FWDB in the selection of occupations for study and to provide leadership for the proper development and use of the occupational system in Fresno County. The following is a list of agencies and organizations that are represented on the LOICC and whether they could attend the 1997 occupational selection meeting.

Adult Education	Employment Training Panel (Not Attending)	Private Vocational Schools
Apprenticeship (Not Attending)	Local Employers (Not Attending)	Department of Rehabilitation (Not Attending)
Community Colleges (Not Attending)	FWDB	Regional Occupation Programs (Not Attending)
Employment Development Department	GAIN	FWDB Service Providers
Employment Generating Agencies (Not Attending)		Labor Unions (Not Attending)

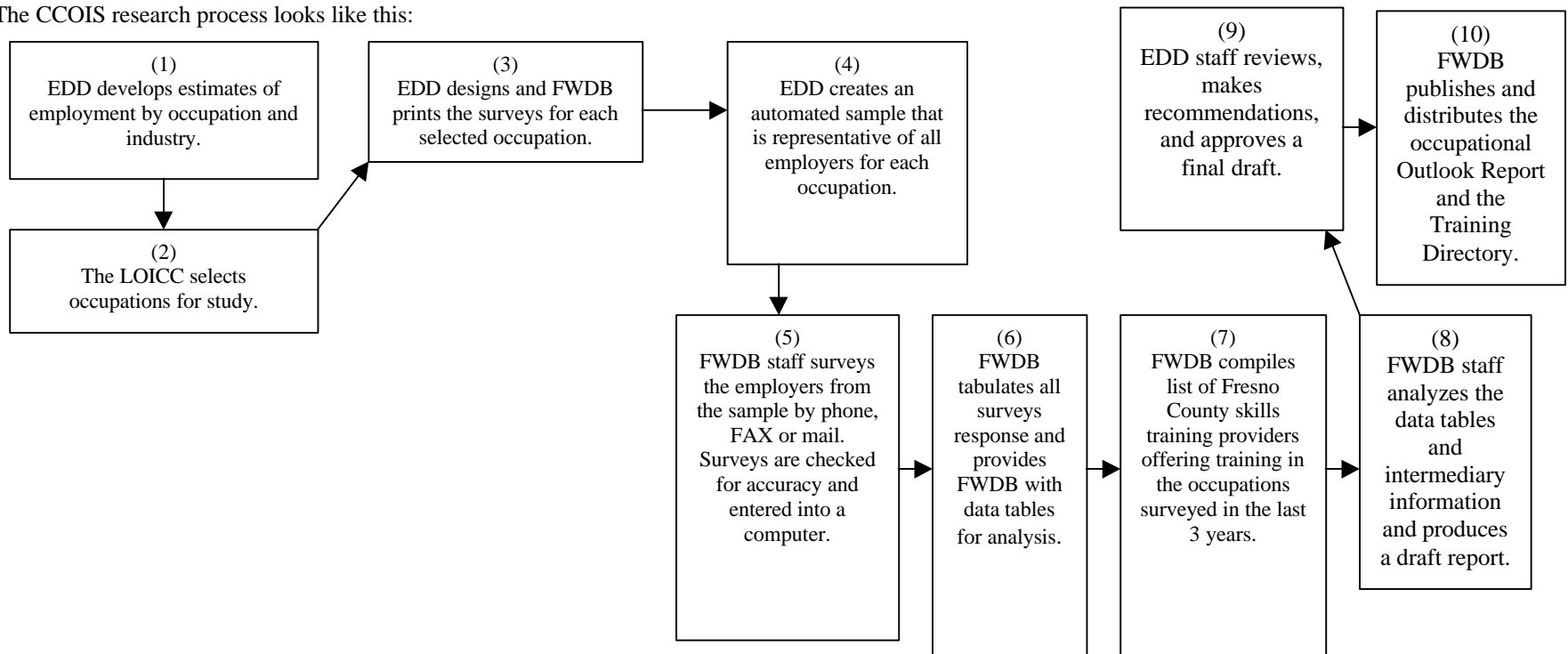
HOW WAS THE RESEARCH DONE?

The completion of each Occupational Outlook Report is the result of a cooperative effort between the FWDB and EDD/LMID. Each party is responsible for the completion of certain assigned tasks.

FWDB tasks include selecting occupations for study, preparing and printing questionnaires, conducting the survey, analyzing the data produced from tables generated with LMID/CCOIS software, compiling information on training available for the occupations surveyed and producing and distributing the final report.

EDD/LMID provides technical support that includes developing employment by industry and occupation estimates, designing and maintaining computer software for printing the questionnaires and producing tabulations of survey results, providing a State Training Directory of training programs in the state and assisting FWDB staff. Additionally, EDD/LMID has established standards for interpretation of data that ensure that Occupational Outlook Reports from different areas are comparable.

The CCOIS research process looks like this:



CHAPTER 2:

OCCUPATIONAL SUMMARIES

List of Occupations in Alphabetic Order

Accountants and Auditors	96	Financial Managers	97
Adjustment Clerks	97	Food Preparation Workers	96
Assemblers & Fabricators – Except Machine, Electrical, & Precision	95	Food Service Managers	97
Auto Body & Related Repairers	95	Gardeners, Groundskeepers- Except Farm	96
Automotive Mechanics	95	General Office Clerks	95
Bookkeeping, Accounting & Audit Clerks, Including Bookkeepers	95	Guards & Watch Guards	95
Cashiers	96	Hairdressers, Hairstylists, and Cosmetologists	96
Child Care Workers	96	Hand Packers and Packagers	97
Combined Food Preparation and Service Workers	97	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	97
Computer Programmers, Including Aides	96	Home Health Care Workers	95
Cooks- Restaurant	96	Human Services Workers	97
Cooks-Specialty Fast Food	97	Industrial Truck & Tractor Operators	96
Correctional Officers & Jailers	95	Instructional Aides	97
Counter and Rental Clerks	97	Instructors- Nonvocational Education	97
Dental Assistants	97	Insurance Adjusters – Exam & Investigators	95
Dental Hygienists	95	Insurance Claims Clerks	95
Drafters	96	Janitors & Cleaners - Except Maids & Housekeeping Cleaners	95
Drivers/Sales Workers	97	Kindergarten Teachers	96
Electricians	97	Licensed Vocational Nurses	95
Farm Equipment Mechanics	95	Maintenance Repairers – General Utility	96

Marketing, Advertising, And Public Relations Managers	96	Secretaries, General	97
Medical Assistants	95	Secretaries, Legal	97
Medical Records Technicians	95	Sheriffs & Deputy Sheriffs	95
Nurse Aides	95	Stock Clerks – Sales Floor	97
Packaging and Filling Machine Operators and Tenders	97	Stock Clerks – Stockroom, Warehouse, Storage Yard	96
Painters, Paperhangers- Construction and Maintenance	97	System Analysts - Electronic Data Processing	96
Paralegal Personnel	95	Teachers– Special Education	95
Plumbers, Pipefitters, and Steamfitters	97	Teachers – Elementary School	96
Police & Detective Supervisors	95	Teachers – Secondary School	96
Police Patrol Officers	95	Teachers and Instructors – Vocational Education and Training	96
Postal Service Clerks	96	Traffic, Shipping, and Receiving Clerks	96
Preschool Teachers	96	Truck Drivers – Heavy or Tractor Trailer	96
Receptionist & Information Clerks	95	Truck Drivers, Light – Include Delivery and Route Workers	97
Registered Nurses	95	Vehicle Salespersons – Retail	96
Residential Counselors	97	Waiters and Waitresses	96
Sales Representatives- Except Scientific and Related Products and Services and Retail	97	Welders and Cutters	97
Salespersons – Parts	96		
Salespersons – Retail (Except Vehicle Sales)	97		

List of Occupations by Year

Auto Body & Related Repairers	95	Sheriffs & Deputy Sheriffs	95
Automotive Mechanics	95	Teachers – Special Education	95
Bookkeeping, Accounting & Audit Clerks, Including Bookkeepers	95	Assemblers & Fabricators – Except Machine, Electrical, & Precision	95
Correctional Officers & Jailers	95	Accountants and Auditors	96
Dental Hygienists	95	Cashiers	96
Farm Equipment Mechanics	95	Child Care Workers	96
General Office Clerks	95	Computer Programmers, Including Aides	96
Guards & Watch Guards	95	Cooks- Restaurant	96
Home Health Care Workers	95	Drafters	96
Insurance Adjusters – Exam & Investigators	95	Food Preparation Workers	96
Insurance Claims Clerks	95	Gardeners, Groundskeepers- except Farm	96
Janitors & Cleaners - Except Maids & Housekeeping Cleaners	95	Hairdressers, Hairstylists, and Cosmetologists	96
Licensed Vocational Nurses	95	Industrial Truck & Tractor Operators	96
Medical Assistants	95	Kindergarten Teachers	96
Medical Records Technicians	95	Maintenance Repairers – General Utility	96
Nurse Aides	95	Marketing, Advertising, and Public Relations Managers	96
Paralegal Personnel	95	Postal Service Clerks	96
Police & Detective Supervisors	95	Preschool Teachers	96
Police Patrol Officers	95	Salespersons – Parts	96
Receptionist & Information Clerks	95	Stock Clerks – Stockroom, Warehouse, Storage Yard	96
Registered Nurses	95	System Analysts - Electronic Data Processing	96

Teachers – Elementary School	96	Secretaries, General	97
Teachers and Instructors – Vocational Education and Training	96	Secretaries, Legal	97
Teachers – Secondary School	96	Stock Clerks – Sales Floor	97
Traffic, Shipping, and Receiving Clerks	96	Truck Drivers, Light – Include Delivery and Route Workers	97
Truck Drivers – Heavy or Tractor-Trailer	96	Welders and Cutters	97
Vehicle Salespersons – Retail	96		
Waiters and Waitresses	96		
Adjustment Clerks	97		
Combined Food Preparation and Service Workers	97		
Cooks-Specialty Fast Food	97		
Counter and Rental Clerks	97		
Dental Assistants	97		
Drivers/Sales Workers	97		
Electricians	97		
Financial Managers	97		
Food Service Managers	97		
Hand Packers and Packagers	97		
Human Services Workers	97		
Instructional Aides	97		
Instructors- Nonvocational Education	97		
Packaging and Filling Machine Operators and Tenders	97		
Painters, Paperhangers- Construction and Maintenance	97		
Plumbers, Pipefitters, and Steamfitters	97		
Residential Counselors	97		
Salespersons– Retail (Except Vehicle Sales)	97		

TERMS USED IN THIS REPORT

There are several abbreviations used where space is limited and to create a consistency through the report.

The following abbreviations are used in general:

WPM	Words per minute
Yr	Years
MOs	Months
&	And
/hr	Per hour
AA	Associate Arts degree
CA	California
Wk	Week

When we are referring to education, training, experience, and other requirements, we use:

All	100%
Almost All	80% up to but not including 100%
Most	60% up to but not including 80%
Many	40% up to but not including 60%
Some	20% up to but not including 40%
Few	less than 20%

When describing the size of an occupation we used:

<u>Terms</u>	<u>% of wage & Salary employment total</u>	<u>Size of Occupation</u>
Small	less than .15	less than 500
Medium	.15 to but not including .30	500 - 999
Large	.30 to but not including .65	1,000 - 2,000
Very Large	.65 and above	More than 2,000

When describing the potential growth of an occupation or trends we used:

Much faster than average	1.50 times average or more
Faster than average	1.10 to but not including 1.50 times average
Average	.90 to but not including 1.10 times average
Slower than average	Less than .90 times average
No significant change, or remain stable	
Slow decline	

The terms used to describe the supply/demand assessment is as follows:

Very Difficult	demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Somewhat Difficult	demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
A Little Difficult	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
Not Difficult	supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Adjustment Clerks

OES Number 531230

Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
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HIGH SCHOOL OR EQUIVALENT	28%
COLLEGE BUT NO DEGREE	72%

10-Key by touch.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
--	--

1 TO 6 MONTHS	19%
12 MONTHS	51%
24 OR MORE MONTHS	30%

Most employers are looking for experience with accounting, customer service, or inside sales. Some employers will sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Little difficulty

Both qualified inexperienced and experienced applicants may encounter competition in job seeking because of the somewhat larger supply than demand.

PROJECTIONS & TURNOVER

1994 SIZE:	490, medium
7 YEAR GROWTH:	110
7 YEAR GROWTH RATE:	22%, slower than average

TURNOVER:	8% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for just over one tenth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 18% last year. Most employers are expecting this occupation to remain stable for the next three years and some are expecting it to grow.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$5.75	\$9.25	\$7.20
New, experienced	\$5.75	\$13.45	\$8.00
3 years with firm	\$6.75	\$14.15	\$9.00

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 100%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	33
PAID SICK LEAVE	100	33
RETIREMENT PLANS	89	33
MEDICAL INSURANCE	100	33
DENTAL INSURANCE	89	33
VISION INSURANCE	89	33
LIFE INSURANCE	100	33
CHILD CARE	0	0

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to use a spreadsheet, word processor, database, and 10-key; **physical skills** such as good color vision, abilities to lift up to 50 lbs., frequently stoop, reach, handle, talk, and listen; **personal skills** such as abilities to work as part of a team, interact well with others, and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include knowledge of computers and their software. There were no obsolete skills reported in this occupation.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, supervisor, lead clerk, and coordinator.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **traditional occupation for women** with 71% being female (based on 9 of 9 respondents); and **other job titles** include customer service representative or clerk, A/R clerk, sales, publishers assistant, premier service and employees account representative.

WORK PATTERNS

Most employment positions in this occupation are full-time (32-40hr/wk). There are a few part-time positions (20-28 hr/wk) in the county.

There are a few temporary or on call positions (8-40hr/wk) in the county.

There were no seasonal positions reported in this occupation.

RECRUITMENT

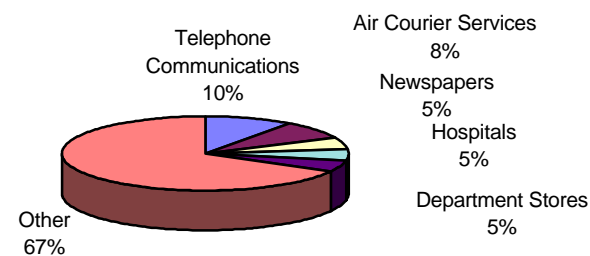
METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	79
CURRENT EMPLOYEE REFERRALS:	68
PRIVATE VOCATIONAL SCHOOLS:	72
IN-HOUSE PROMOTION OR TRANSFER:	81
PRIVATE EMPLOYMENT AGENCIES:	68
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	66
UNSOLICITED WALK-INS:	66
EDD:	68

There were no other methods of recruitment mentioned in this occupation.

EMPLOYING INDUSTRIES



D.O.T. Codes: 191.167-022, 241.267-034, 241.367-014, 241.367-034, and 264.387-010

9 firms, representing 78 employees responded to the survey.

Combined Food Preparation and Service Workers

OES Number 650410

Combined Food Preparation and Service Workers do both food preparation and food service. Does not include workers who spend more than 80 percent of their time in only one of these two areas.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
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HIGH SCHOOL OR EQUIVALENT	58%
COLLEGE BUT NO DEGREE	42%

There was no training reported in this occupation.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Not difficult
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Little difficulty

The supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market, but fully experienced applicants may encounter a little less competition in job seeking.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
--	--

NOT REQUIRED	36%
3 TO 6 MONTHS	39%
12 MONTHS	14%
36 MONTHS	11%

Most employers are looking for experience in the food preparation and service area.

PROJECTIONS & TURNOVER

1994 SIZE:	2290, Very large
7 YEAR GROWTH:	300
7 YEAR GROWTH RATE:	13%, faster than average

TURNOVER:	23% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for just over four fifths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 2% last year. Most employers are expecting growth in this occupation for the next three years while some are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$9.95	\$5.15
New, experienced	\$5.00	\$10.35	\$6.00
3 years with firm	\$5.00	\$14.40	\$8.00

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 67%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	75	0
PAID SICK LEAVE	58	0
RETIREMENT PLANS	50	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	75	0
VISION INSURANCE	42	0
LIFE INSURANCE	33	0
CHILD CARE	0	0

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as ability to use a word processor; **physical skills** such as abilities to lift a maximum of 20 pounds with occasional stooping, reaching, handling, tasting or smelling, and have a good color vision. Frequently there will be a need for fingering, talking, listening, and near acuity; **personal skills** such as abilities to work as part of a team, use ingenuity and imagination, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computer literacy. There were no skills reported as obsolete in this occupation.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management (kitchen, assistant, cook, chef, and bar), trainer, and culinary assistant.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **balanced occupation** with 49% being female (based on 18 of 18 respondents) and **other job titles** include kitchen helper or assistant, food prep, bakery or deli clerk, server/cook, prep cooks, and assistant manager.

WORK PATTERNS

Most employment positions in this occupation are part-time (20-35hr/wk). There are some full-time positions (30-50hr/wk) and a few temporary/on call Positions (15hr/wk) in the county, but no seasonal jobs reported.

RECRUITMENT

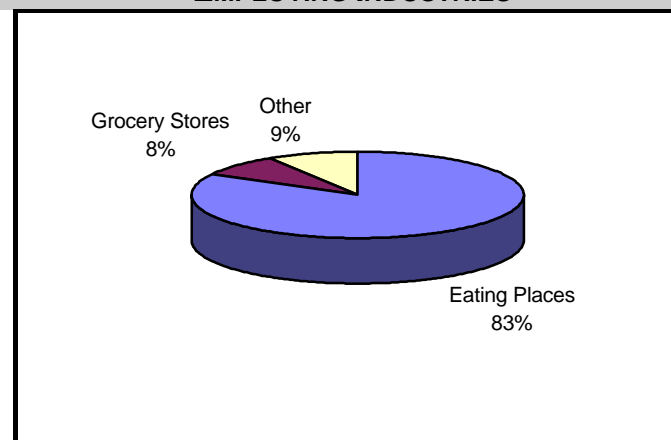
METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	68
CURRENT EMPLOYEE REFERRALS:	43
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	58
PRIVATE EMPLOYMENT AGENCIES:	1
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	0
UNSOLICITED WALK-INS:	76
EDD:	0

There were no other forms of recruitment reported in this occupation.

EMPLOYING INDUSTRIES



D.O.T. Codes: 311.472-010

18 firms, representing 724 employees responded to the survey.

Cooks -Specialty Fast Food

OES Number 650320

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

HIGH SCHOOL OR EQUIVALENT

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

100%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Not difficult
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Little difficulty

Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market, but fully experienced applicants may encounter a little less competition in job seeking.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

NOT REQUIRED
4 MONTHS
6 MONTHS

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

92%
5%
3%

A few employers are looking for experience as a cook. Most employers will usually substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE: 1330, Large
7 YEAR GROWTH: 260
7 YEAR GROWTH RATE: 20%, much faster than average
TURNOVER: 41% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for under three fourths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of almost 15% last year. Most employers are expecting this occupation to grow for the next three years while some are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$5.15	\$5.00
New, experienced	\$5.00	\$6.00	\$5.08
3 years with firm	\$5.75	\$10.00	\$7.38

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 63%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	60	10
PAID SICK LEAVE	60	10
RETIREMENT PLANS	20	0
MEDICAL INSURANCE	90	10
DENTAL INSURANCE	90	10
VISION INSURANCE	40	0
LIFE INSURANCE	70	10
CHILD CARE	0	0

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as ability to cook; **physical skills** include standing for long periods of time, the ability to lift a maximum of 50 lbs. with frequent reaching and handling and occasional color vision; **personal skills** such as abilities to work as part of a team, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions.

• **EMERGING TECHNOLOGY AND SKILLS** computer knowledge and new equipment. There were no obsolete skills mentioned in this report.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, assistant manager, shift leader, and chef supervisor.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **balanced occupation** with 51% being female (based on 16 of 16 respondents); and **other job titles** include Kitchen cast members, fryers, and braziers.

WORK PATTERNS

Most employment positions in this occupation are part-time (15-37hr/wk). There are some full-time positions (30-40hr/wk) in the county. There were no temporary or seasonal positions reported in this occupation.

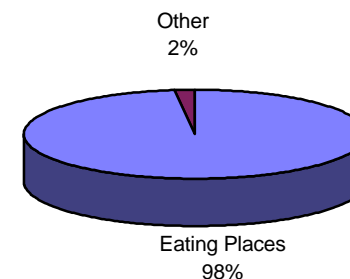
RECRUITMENT

METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	61
CURRENT EMPLOYEE REFERRALS:	38
PRIVATE VOCATIONAL SCHOOLS:	29
IN-HOUSE PROMOTION OR TRANSFER:	32
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	3
UNSOLICITED WALK-INS:	97
EDD:	3

EMPLOYING INDUSTRIES



D.O.T. Codes: 313.361-026, 313.374-010, 313.381-014
16 firms, representing 233 employees responded to the survey.

Counter and Rental Clerks

OES Number 490170

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

EDUCATION & TRAINING

<u>EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:</u>	<u>PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:</u>
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HIGH SCHOOL OR EQUIVALENT	36%
COLLEGE BUT NO DEGREE	56%
ASSOCIATE DEGREE	2%
BACHELOR DEGREE	6%

A few employers require public relations training.

EXPERIENCE

<u>DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:</u>	<u>EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):</u>
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NOT REQUIRED	84%
1 MONTHS	4%
12-18 MONTHS	10%
24 MONTHS	2%

Most employers are looking for experience with clerical, computer knowledge or as a counter person. Many employers will substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Little difficulty

Both qualified inexperienced and experienced applicants may encounter competition in job seeking.

PROJECTIONS & TURNOVER

1994 SIZE:	820, Large
7 YEAR GROWTH:	150
7 YEAR GROWTH RATE:	18%, Much faster than average

TURNOVER:	13% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for almost two thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of almost 3% last year. Many employers are expecting this occupation to grow for the next three years, while almost as many are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$11.50	\$5.25
New, experienced	\$5.00	\$16.15	\$6.10
3 years with firm	\$5.00	\$23.00	\$8.00

A few employers offered bonuses or commission on sales.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>		<u>81%</u>
<u>(% of benefits offered by employers with benefits)</u>	<u>% FULL-TIME</u>	<u>% PART-TIME</u>	
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
PAID VACATION	100	15	
PAID SICK LEAVE	92	15	
RETIREMENT PLANS	77	8	
MEDICAL INSURANCE	100	8	
DENTAL INSURANCE	77	0	
VISION INSURANCE	15	0	
LIFE INSURANCE	85	0	
CHILD CARE	0	0	

WORK PATTERNS

Most employment positions in this occupation are full-time (32-52hr/wk). There are many part-time and temporary positions (12-30hr/wk) in the county. There were no seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST</u>
	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	24
CURRENT EMPLOYEE REFERRALS:	88
PRIVATE VOCATIONAL SCHOOLS:	10
IN-HOUSE PROMOTION OR TRANSFER:	24
PRIVATE EMPLOYMENT AGENCIES:	50
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	8
UNSOLICITED WALK-INS:	86
EDD:	12

Other methods of recruitment that are used include other stores.

GENERAL INFORMATION

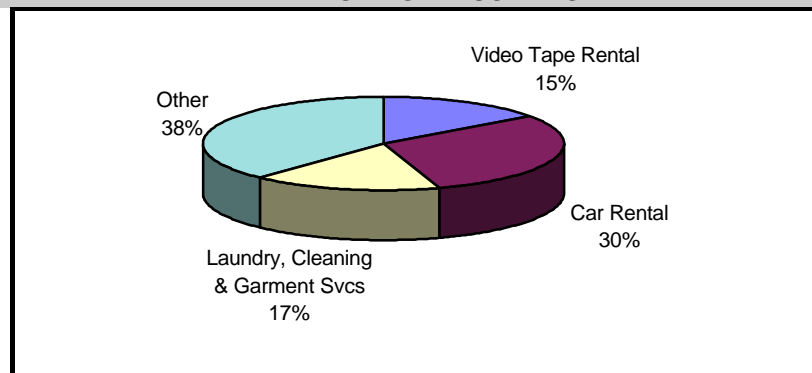
• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to deal with the customers, clerical skills, and computer knowledge; **physical skills** such as abilities to reach, handle, and near acuity; **personal skills** such as abilities to work as part of a team, interact well with others, salesmanship and possess customer service skills; and **basic skills** such as abilities to read, write, follow instructions and think quickly.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computers, more customer service and sales, Federal regulations and the internet. There were no mention of obsolete skills in this report.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management (assistant, store, branch, and district), supervisor, and administration.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **balanced occupation** with 54% being female (based on 16 of 16 respondents); and **other job titles** include customer service representatives, service writer, rental agents, management trainees, domestic rental clerks, courtesy desk associates, sales representative, and parts person.

EMPLOYING INDUSTRIES



D.O.T. Codes: 216.482-030, 249.362-010, 249.366-010, 295.357-010-XXX, 295.467-010-XXX...

16 firms, representing 257 employees responded to the survey.

Dental Assistants

OES Number 660020

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

COLLEGE BUT NO DEGREE
ASSOCIATE DEGREE

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

71%
29%

Almost all of the employers required RDA courses. A few employers require a Corona Polishing License and/or X-Ray License.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

3 MONTHS
6 MONTHS
12 MONTHS
18 MONTHS

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

24%
29%
41%
6%

A few employers require Corona Polishing or Root canal experience. Many employers may substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Some difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Little difficulty

Qualified inexperienced applicants may have a little difficulty seeking a job, while qualified experienced applicants may encounter a little more competition in job seeking.

PROJECTIONS & TURNOVER

1994 SIZE: 530, medium
7 YEAR GROWTH: 120
7 YEAR GROWTH RATE: 23%, Much faster than average

TURNOVER: 16% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost three fourths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 7% last year. Many employers are expecting this occupation to remain stable for the next three years, while some are expecting it to grow.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$9.00	\$7.00
New, experienced	\$6.50	\$12.95	\$9.00
3 years with firm	\$9.00	\$14.40	\$11.00

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 89%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	12
PAID SICK LEAVE	76	12
RETIREMENT PLANS	53	12
MEDICAL INSURANCE	82	6
DENTAL INSURANCE	53	12
VISION INSURANCE	18	6
LIFE INSURANCE	47	6
CHILD CARE	0	0

WORK PATTERNS

Almost all employment positions in this occupation are full-time (32-40hr/wk). There are a few part-time positions (12-24hr/wk) in the county. There are almost no temporary or seasonal positions reported in this occupation.

RECRUITMENT

METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	82
CURRENT EMPLOYEE REFERRALS:	47
PRIVATE VOCATIONAL SCHOOLS:	12
IN-HOUSE PROMOTION OR TRANSFER:	18
PRIVATE EMPLOYMENT AGENCIES:	18
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	29
UNSOLICITED WALK-INS:	12
EDD:	0

Another method of recruitment is the Dental Society.

GENERAL INFORMATION

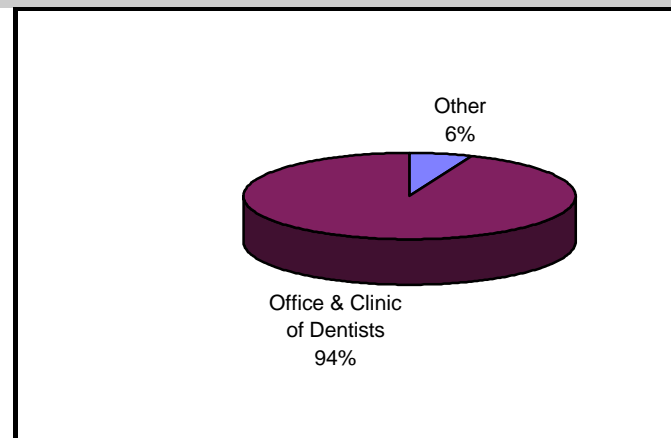
• **SKILLS** needs vary depending on the employer, but most of them generally desire: **technical skills** include assisting skills, knowledge of procedures, instruments, and possess some sales ability; **physical skills** such as abilities to sit for long periods of time, do light lifting and cleaning; **personal skills** such as abilities to work as part of a team, interact well with others, work under pressure and customer service skills; and **basic skills** such as abilities to read, write, follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computer literacy, oral surgery, English writing and speaking, new updated skills, implant training and infection control.

• **PROMOTIONAL OPPORTUNITIES** are few due to very little change. The positions that are available will be to management and administration.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for men** with 0% being male (based on 19 of 19 respondents); and **other job titles** include RDA, Dr.'s assistant and RDA extended function.

EMPLOYING INDUSTRIES



D.O.T. Codes:079.361-018

19 firms, representing 81 employees responded to the survey.

Driver/Sales Workers

OES Number 971170

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

HIGH SCHOOL OR EQUIVELANT
COLLEGE BUT NO DEGREE

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

88%
12%

Employers require employees to possess the appropriate class driver's license for the vehicles they drive. A few require HAZMAT training.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS:

Little difficulty

DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS:

Some difficulty

Qualified inexperienced applicants may encounter competition in job seeking, but experienced applicants may find the job market less competitive.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

NOT REQUIRED
3 MONTHS
6 MONTHS
12 MONTHS
24 MONTHS

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

31%
14%
10%
14%
31%

Most employers are looking for experience, but many may substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:

1160, Large

7 YEAR GROWTH:

140

7 YEAR GROWTH RATE:

12%, average

TURNOVER:

9% annually

TURNOVER: Employers hiring to fill openings from turnover accounted for almost three fourths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 4% last year. Most employers are expecting this occupation to remain stable for the next three years, while some are expecting it to grow.

COMPENSATION

<u>WAGES</u>	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
New, no experience	\$5.00/7.40	\$17.00/12.25	\$8.75/8.86
New, experienced	\$5.25/8.00	\$18.00/12.25	\$10.00/8.72
3 years with firm	\$5.25/8.70	\$22.50/14.40	\$12.50/12.00

Some employers also pay a commission.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u> 100%	
(% of benefits offered by employers with benefits)	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	81	0
RETIREMENT PLANS	88	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	75	0
VISION INSURANCE	63	0
LIFE INSURANCE	81	0
CHILD CARE	0	0

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to do spreadsheets, and drive; **physical skills** such as ability to lift up to 50 pounds, with frequent climbing, stooping, reaching, handling, talking, listening, tasting/smelling; **personal skills** such as abilities to work by ones self, use ingenuity and imagination, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computers (possibly hand held) and software. There were no obsolete skills reported in this occupation.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management (sales, branch, district, and service), Supervisor (route or night), Sales force, foreman, dispatch, and parts counter sales.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 5% being female (based on 16 of 16 respondents); **unionized employees** are at 31%; and **other job titles** include route driver (sales, delivery and service), customer service and LP gas specialist.

WORK PATTERNS

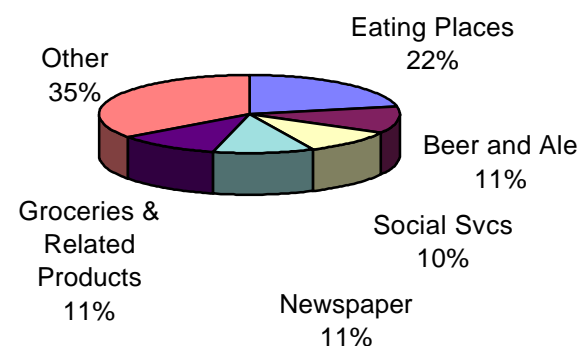
Almost all employment positions in this occupation are full-time (40-55hr/wk). There are a few part-time positions (20-24hr/wk) in the county. There were no temporary or seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST</u> <u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	94
CURRENT EMPLOYEE REFERRALS:	33
PRIVATE VOCATIONAL SCHOOLS:	6
IN-HOUSE PROMOTION OR TRANSFER:	31
PRIVATE EMPLOYMENT AGENCIES:	4
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	6
UNSOLICITED WALK-INS:	12
EDD:	37
UNION HALL REFERRALS:	18

There were no other forms of recruitment reported in this occupation.

EMPLOYING INDUSTRIES



D.O.T. Codes: 292.353-010, 292.363-010, 292.463-010, 292.483-010 and 292.667-010
16 firms, representing 405 employees responded to the survey.

Electricians

OES Number 872020

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. This includes Protective Signal Installers and Repairers and Street Light Servicers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

HIGH SCHOOL OR EQUIVALENT

71%

COLLEGE BUT NO DEGREE

29%

Some employers required training ranging from electrical theory and codes to full apprenticeship programs.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

NOT REQUIRED

4%

12 MONTHS

5%

24 MONTHS

25%

36 MONTHS

1%

60 MONTHS

65%

Almost all employers are looking for some experience as an electrician in one form or another.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Little difficulty

DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Little difficulty

Qualified inexperienced and experienced applicants may encounter competition in job seeking, because the supply of applicants is somewhat larger than the demand.

PROJECTIONS & TURNOVER

1994 SIZE: 700, large

7 YEAR GROWTH: 110

7 YEAR GROWTH RATE: 16%, faster than average

TURNOVER: 25% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for one third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 24% last year. Many employers were expecting growth in this occupation for the next three years, while almost as many were expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$8.00	\$6.78
New, experienced	\$7.00	\$23.00	\$12.00
3 years with firm	\$8.00	\$23.00	\$18.00

Differences between union and non-union are insignificant.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>		<u>82%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>	
PAID VACATION	36	0	
PAID SICK LEAVE	0	0	
RETIREMENT PLANS	64	0	
MEDICAL INSURANCE	79	0	
DENTAL INSURANCE	64	0	
VISION INSURANCE	43	0	
LIFE INSURANCE	57	0	
CHILD CARE	0	0	

Some employers use the union package offered by the union.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to use diagnostics programs, apply database management principles, problem solve and write effectively; **physical skills** such as abilities to lift up to 50 lbs., climb, balance, stoop, kneel, crouch, crawl, reach, handle, and have color vision; **personal skills** such as abilities to work as part of a team or by ones self, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include knowledge of fiber optics, computers, programmable controllers, low voltage training, and smart house energy conservation. There was no mention of obsolete skills in this occupation.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, journeyman, foreman (administration head, lead, and project) and estimator.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 1% being female (based on 17 of 17 respondents); **unionized employees** are at 35%; and **other job titles** include inside & outside wiremen, commercial, residential or system installers, electrical helper, electrical foreman, apprentice and journeymen.

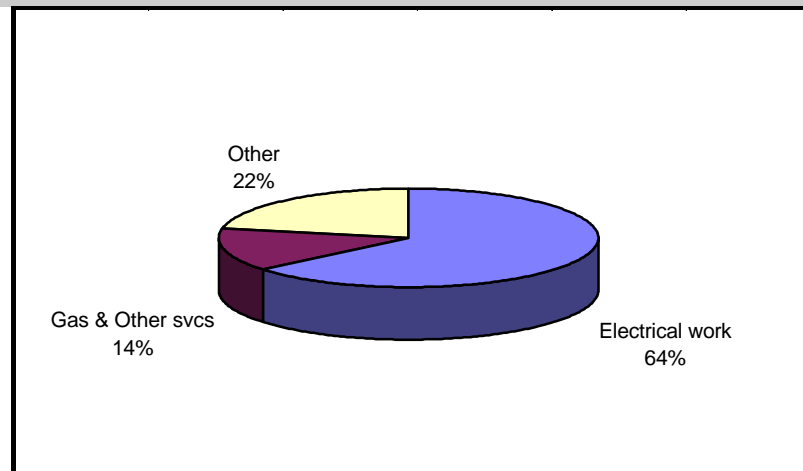
WORK PATTERNS

Almost all employment positions in this occupation are full-time (36-50hr/wk). There are very few part-time, temporary, and seasonal positions (16-40hr/wk) in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS:	37
CURRENT EMPLOYEE REFERRALS:	3
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	0
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	0
UNSOLICITED WALK-INS:	4
EDD:	6
UNION HALL REFERRALS	59

EMPLOYING INDUSTRIES



D.O.T. Codes: 729.381-062, 806.381-018-XXX, 824.261-010-XXX, 825.281-010-XXX and 825.381-010-XXX

17 firms, representing 341 employees responded to the survey.

Financial Managers

OES Number 130020

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. This includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

BACHELOR DEGREE
GRADUATE STUDY

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

16%
84%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Some difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Some difficulty

Qualified inexperienced applicants as well as experienced may have a little difficulty securing employment.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

36 MONTHS
60 MONTHS

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

3%
97%

All employers always require prior work experience; some are looking for experience in accounting and/or management. A few employers may sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE: 1770, Very large
7 YEAR GROWTH: 270
7 YEAR GROWTH RATE: 15% faster than average

TURNOVER: 6% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for about one twentieth of all hiring during the last 12 months.

GROWTH: Employers reported an occupational growth rate of 100% last year. Most employers are expecting this occupation to remain stable over the next three years, while some are expecting it to grow.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$10.00	\$10.00	\$10.00
New, experienced	\$9.60	\$28.75	\$14.92
3 years with firm	\$12.80	\$35.95	\$17.05

Some employers pay a yearly bonus.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>	<u>100%</u>
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<u>(% of benefits offered by employers with benefits)</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	14
PAID SICK LEAVE	93	14
RETIREMENT PLANS	71	7
MEDICAL INSURANCE	93	7
DENTAL INSURANCE	79	7
VISION INSURANCE	57	7
LIFE INSURANCE	86	7
CHILD CARE	0	0

Some employers specified 401 K plan for the part-time employees.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as possessing computer literacy, with abilities to use spreadsheet, word processing, database and other software; **physical skills** such as abilities lift up to 20 pounds with occasional climbing, reaching, handling, fingering, talking and listening. There will be a need for far and near acuity and accommodations; **personal skills** such as abilities to work as part of a team, use ingenuity and imagination, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read, write and follow instructions, and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include knowledge of computers, new accounting software programs, and trouble shooting, new business banking product knowledge, life & disability insurance license and series 7 securities license. An obsolete skill mentioned is manual accounting.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, Vice-President, President, staff accountant, or chairman of the bank.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **traditional occupation for women** with 65% being female (based on 14 of 14 respondents); and **other job titles** include chief financial officer, manager (financial, administration, relations, and general), controller, and fiscal.

D.O.T. Codes: 160.167-058, 161.117-018, 169.167-086, 186.117-066-XXX, 186.167-054-XXX and 189.117-038

14 firms, representing 34 employees responded to the survey.

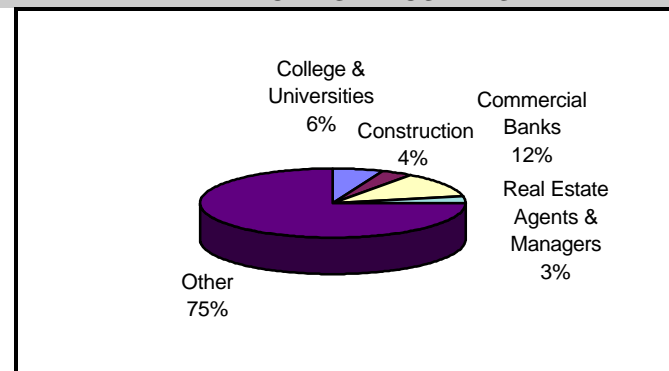
WORK PATTERNS

All employment positions reported in this occupation are full-time (40-50hr/wk).

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS:	89
CURRENT EMPLOYEE REFERRALS:	84
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	95
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	5
UNSOLICITED WALK-INS:	95
EDD:	5

EMPLOYING INDUSTRIES



Food Service Managers

OES Number 150261

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. This also includes Food and Beverage Directors.

EDUCATION & TRAINING

<u>EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:</u>	<u>PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:</u>
HIGH SCHOOL	16%
COLLEGE BUT NO DEGREE	53%
ASSOCIATE DEGREE	5%
BACHELOR DEGREE	26%

Certification in the Culinary Arts, Registered Dietician, or a minimum of 12 units in Child education is some of the qualifications required by a few employers.

EXPERIENCE

<u>DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:</u>	<u>EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):</u>
NOT REQUIRED	58%
12 MONTHS	26%
36 MONTHS	11%
48 MONTHS	5%

Most employers are looking for experience as a Food Service manager. A few employers are looking for Restaurateurs; yet others are looking for Hospital Food Service supervisors. Most employers will at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Not difficult
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Some difficulty

Qualified inexperienced applicants may find a very competitive job market, but experienced applicants are likely to find a little less competition.

PROJECTIONS & TURNOVER

1994 SIZE:	590, medium
7 YEAR GROWTH:	250
7 YEAR GROWTH RATE:	42%, much faster than average
TURNOVER:	25% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for more than three fourths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 3% last year. Many employers are expecting this occupation to grow for the next three years, while almost as many are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.10	\$19.25	\$8.95
New, experienced	\$5.75	\$24.05	\$9.75
3 years with firm	\$5.75	\$24.05	\$11.75

One fourth of the employers reported there was an additional bonus.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>	<u>80%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	94	0
PAID SICK LEAVE	94	0
RETIREMENT PLANS	75	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	63	0
VISION INSURANCE	38	0
LIFE INSURANCE	38	0
CHILD CARE	0	0

Many employers specified 401-K retirement plans for part-time employees. A few employers also have profit sharing.

GENERAL INFORMATION

• **SKILLS** needs are management, customer service, and presentation: **technical skills** working with computer software such as word processors, desktop Publishing, spreadsheet, database, and others; **physical skills** such as abilities to stand on their feet for long periods of time and light lifting; **personal skills** such as abilities to work with money, use ingenuity and imagination with menu selections, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to give, read and follow instructions plus, have math abilities.

• **EMERGING TECHNOLOGY AND SKILLS** include computer literacy, customer service, business law, manager skills, employee relations, accounting, sanitation laws, marketing, and creative new menu presentations. Of the obsolete skills mentioned are old methods of cooking and food preservation.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include general manager, store manager, to regional supervisor.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **balanced occupation** with 46% being female (based on 20 of 20 respondents); **Other job titles** include Executive Chef, Kitchen Manager, Beverage Manager, Chief Cook, Culinary Manager and Service Coordinator.

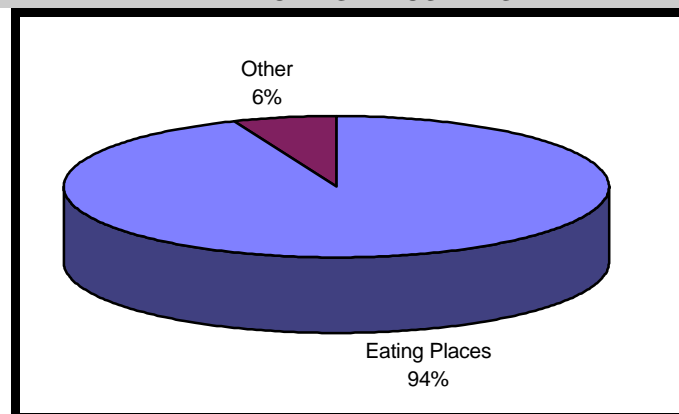
WORK PATTERNS

All employment positions in this occupation are full-time (35-60hr/wk). There were no part-time, temporary, or seasonal positions reported.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS:	84
CURRENT EMPLOYEE REFERRALS:	26
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	58
PRIVATE EMPLOYMENT AGENCIES:	5
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	0
UNSOLICITED WALK-INS:	58
EDD:	0

EMPLOYING INDUSTRIES



D.O.T. Codes: 185.137-010, 187.117-038, 187.137-018, 187.161-010, 187.167-106 and 187.167-026-XXX
20 firms, representing 63 employees responded to the survey.

Hand Packers and Packagers

OES Number 989020

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. This does not include workers whose jobs require more than minimum training.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
LESS THEN HIGH SCHOOL	38%
HIGH SCHOOL OR EQUIVALENT	62%

There was no required training reported for this occupation.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED	56%
6 MONTHS	44%

Most employers do not require prior experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Little difficulty

Qualified inexperienced and experienced applicants may encounter competition in job seeking, as the worker supply is somewhat larger than demand for qualified applicants.

PROJECTIONS & TURNOVER

1994 SIZE:	1840, very large
7 YEAR GROWTH:	230
7 YEAR GROWTH RATE:	13%, average
TURNOVER:	2% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for less than one twentieth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 11% last year. Most employers are expecting this occupation to grow for the next three years and some are expecting it to remain stable.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.75/5.00	\$8.00/9.45	\$5.30/5.25
New, experienced	\$4.75/5.00	\$9.00/12.00	\$5.30/7.36
3 years with firm	\$5.15/7.00	\$10.00/14.00	\$6.88/9.93

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 88%

	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	86	0
PAID SICK LEAVE	50	0
RETIREMENT PLANS	50	7
MEDICAL INSURANCE	86	0
DENTAL INSURANCE	71	0
VISION INSURANCE	57	0
LIFE INSURANCE	64	0
CHILD CARE	7	0

A few employers specified 401 K retirement plans and partial payment for part-time employees.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employer. **Technical skills** are not needed at this time but will need computer skills in the near future; **physical skills** include, ability to lift up to 100 lbs., with frequent reaching, handling, fingering and depth perception and occasional climbing and the need for color vision; **personal skills** include ability to work as a team, independently and under pressure; **basic skills** such as abilities to follow instructions, read, write and do math.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include ability to access database information system and radio frequency equipment, scanners-bar codes and a good driving record.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include supervisor, shipping, lead man, sales, engineer and plan management.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **balanced occupation for women and men** with 50% being female (based on 16 of 16 respondents); **unionized employees** are at 25%; and **other job titles** include production workers, assemblers, loaders, laborers and boxers.

WORK PATTERNS

Most employment positions in this occupation are full-time (30-45hr/wk). There is some temporary and seasonal positions (35-40 hr/wk). There are a few part-time positions (20-40hr/wk) in the county.

RECRUITMENT

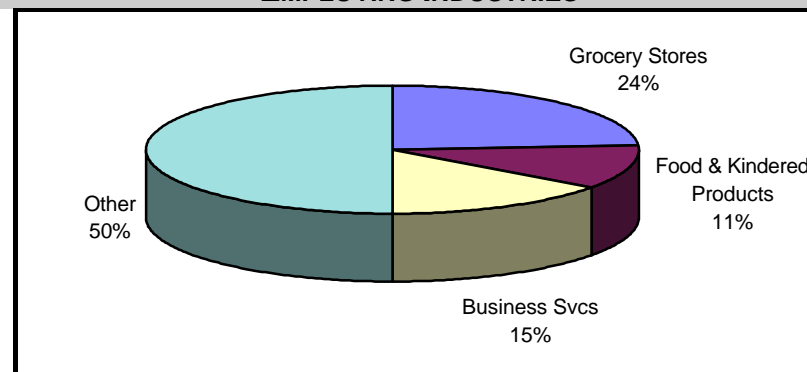
METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	11
CURRENT EMPLOYEE REFERRALS:	21
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	0
PRIVATE EMPLOYMENT AGENCIES:	2
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	0
UNSOLICITED WALK-INS:	69
EDD:	16
Union Hall Referrals:	6

Other methods of recruitment include temporary agencies.

EMPLOYING INDUSTRIES



D.O.T. Codes:522.687-010-XXX, 529.687-022-XXX, 559.687-014, and 920.587-010-XXX

16 firms, representing 397 employees responded to the survey.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

OES Number 859020

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe treading tools. They may also install and repair cooling and central air conditioning systems. This does not include workers who do only plumbing and pipefitting work.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
--	---

HIGH SCHOOL OR EQUIVALENT	75%
COLLEGE BUT NO DEGREE	25%

Some employers require a trade school or training.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
--	--

NOT REQUIRED	14%
6-12 MONTHS	22%
24 MONTHS	45%
36 OR MORE MONTHS	19%

Most employers will sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Very difficult

Qualified inexperienced applicants may encounter some competition in job seeking while experienced applicants may find much less competition for available jobs.

PROJECTIONS & TURNOVER

1994 SIZE:	330, medium
7 YEAR GROWTH:	110
7 YEAR GROWTH RATE:	33%, Much faster than average

TURNOVER:	5% annually
------------------	-------------

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one fourth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 12% last year. Most employers are expecting this occupation to grow for the next three years, while some are expecting it to remain stable.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.80/8.00	\$9.00/9.00	\$7.50/9.00
New, experienced	\$6.50/9.00	\$25.00/24.00	\$10.00/17.88
3 years with firm	\$10.00/16.00	\$27.00/24.00	\$13.50/20.88

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 100%

	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	21	0
RETIREMENT PLANS	79	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	84	0
VISION INSURANCE	53	0
LIFE INSURANCE	63	0
CHILD CARE	0	0

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills**; include heating and air conditioning training, and the abilities to trouble shoot; **physical skills**; include the ability to lift up to 100 pounds, with occasional balancing, stooping, kneeling, crouching, reaching, handling, fingering, talking, listening, with near acuity, depth perception accommodation and color vision; **personal skills** such as abilities to work as part of a team, use ingenuity and imagination, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computer literacy (laptops), control pneumatics, electronics, customer relations and environmental air quality reg. The obsolete skills mentioned are pilot ignition on gas heaters and old building mechanics.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, supervisor, foreman, executive employee, commercial installer/bidder and journeyman.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 0% being female (based on 19 of 19 respondents); **unionized employees** are at 23%; and **other job titles** include service technicians, HVAC repairman, apprentice, journeyman, tradesman, field foreman, field service engineer and air balancer.

WORK PATTERNS

Almost all employment positions in this occupation are full-time (40-60hr/wk). There were almost no part-time positions and no temporary or seasonal positions reported in this occupation.

RECRUITMENT

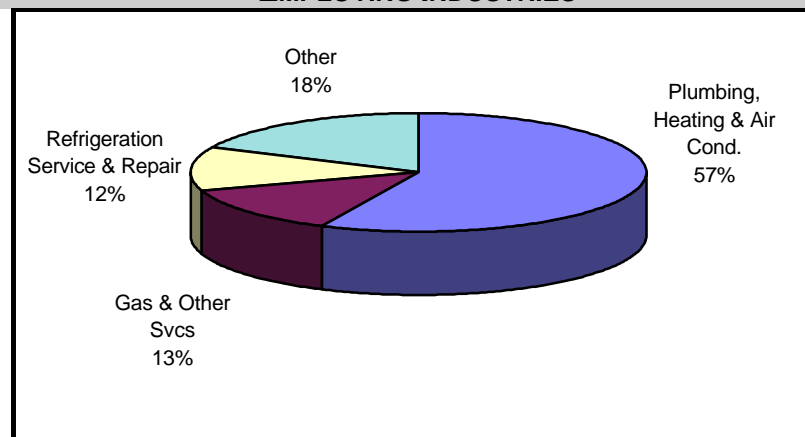
METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	81
CURRENT EMPLOYEE REFERRALS:	39
PRIVATE VOCATIONAL SCHOOLS:	11
IN-HOUSE PROMOTION OR TRANSFER:	17
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	14
UNSOLICITED WALK-INS:	14
EDD:	0
UNION HALL REFERRALS	11

Other methods of recruitment that are used by a few employers include vender referral, networking, supply house and Co. e-mail.

EMPLOYING INDUSTRIES



D.O.T. Codes: 637.261-014-XXX, 637.381-010-XXX, 827.361-014, 862.281-018, 862.361-010 and 869.281-010

19 firms, representing 171 employees responded to the survey.

Human Service workers

OES Number 273080

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Do not include Residential Counselors or Psychiatric Technicians.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
--	---

HIGH SCHOOL OR EQUIVALENT	7%
COLLEGE BUT NO DEGREE	7%
ASSOCIATE DEGREE	12%
BACHELOR DEGREE	60%
GRADUATE STUDY	14%

Most employers require a degree in related field. A few will hire graduates from a completed residential program.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Some difficulty

Qualified inexperienced applicants may encounter competition in job seeking, while experienced applicants may find a little less competition for existing vacancies.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
--	--

NOT REQUIRED	2%
3-6 MONTHS	7%
12 MONTHS	30%
24 MONTHS	61%

Most employers are looking for experience in related fields.

PROJECTIONS & TURNOVER

1994 SIZE:	650 medium
7 YEAR GROWTH:	130
7 YEAR GROWTH RATE:	20%, Much faster than average

TURNOVER:	14% annually
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TURNOVER: Employer hiring in this occupation to fill openings from turnover accounted for just over one third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 17% last year. Most employers are expecting this occupation to grow for the next three years, while many are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$12.00	\$7.58
New, experienced	\$5.00	\$14.00	\$8.76
3 years with firm	\$6.00	\$17.00	\$9.65

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 69%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	100	0
RETIREMENT PLANS	56	11
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	56	0
VISION INSURANCE	67	0
LIFE INSURANCE	44	0
CHILD CARE	11	0

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to do word processing and database; **physical skills** such as abilities to lift light objects, frequently talk, listen, and accommodate someone, with the ability to occasionally reach, handle, finger and near acuity; **personal skills** such as abilities to work as part of a team, interact well with others and one on one, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include more computer knowledge, update substance abuse, peer counseling, deal with people, and solving problems.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, supervisor, dean and director.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **traditional occupation for women** with 68% being female (based on 13 of 13 respondents); and **other job titles** include social worker and assistants, detox assistants, case workers, house managers, counselors family specialist, volunteer staff worker, co-facilitator, rehab tech and program coordinator.

WORK PATTERNS

Almost all employment positions in this occupation are full-time (40-60hr/wk). There are a few part-time positions (16-30hr/wk) in the county. There are Almost no temporary or seasonal positions reported in this occupation.

RECRUITMENT

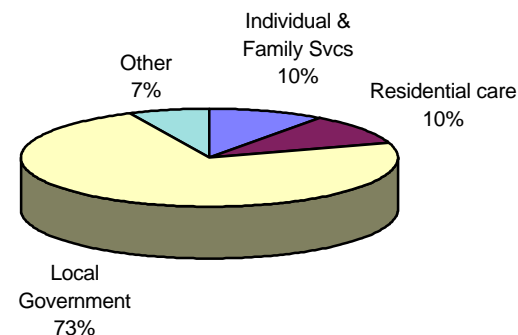
METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	95
CURRENT EMPLOYEE REFERRALS:	42
PRIVATE VOCATIONAL SCHOOLS:	28
IN-HOUSE PROMOTION OR TRANSFER:	44
PRIVATE EMPLOYMENT AGENCIES:	16
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	28
UNSOLICITED WALK-INS:	30
EDD:	16

A few employers recruited from the people who have been through the program.

EMPLOYING INDUSTRIES



D.O.T. Codes: 195.367-010-XXX

18 firms, representing 108 employees responded to the survey.

Instructional Aides

OES Number 315211

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

HIGH SCHOOL OR EQUIVALENT
COLLEGE BUT NO DEGREE

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

69%
31%

A Few employers require college units in childhood courses and/or CPR, class
B driver's license, knowledge of children and curriculum.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

NOT REQUIRED
1 MONTHS
6 MONTHS
12 OR MORE MONTHS

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

63%
7%
14%
16%

Some employers may substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Little difficulty

Both qualified inexperienced and experienced applicants may encounter competition in job seeking.

PROJECTIONS & TURNOVER

1994 SIZE: 4,610, Very large
7 YEAR GROWTH: 1080
7 YEAR GROWTH RATE: 23%, Much faster than average

TURNOVER: 10% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for just over one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 6% last year. Many employers are expecting this occupation to remain stable for the next three years while some are expecting it to grow.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.75/4.70	\$6.35/8.50	\$5.13/6.97
New, experienced	\$6.00/4.70	\$7.00/9.25	\$6.95/7.50
3 years with firm	\$7.50/5.00	\$15.00/10.70	\$7.75/7.87

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 71%

	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	50	42
PAID SICK LEAVE	58	42
RETIREMENT PLANS	50	42
MEDICAL INSURANCE	67	33
DENTAL INSURANCE	58	33
VISION INSURANCE	67	33
LIFE INSURANCE	42	8
CHILD CARE	8	0

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire; **technical skills** such as abilities to operate word processors, a spreadsheets, and other in house programs; **physical skills** such as abilities to lift up to 50 lbs., with frequent stooping, crouching, reaching, handling, fingering, feeling, talking and hearing; **personal skills** such as abilities to work well with others, work under pressure and possess teaching skills; and **basic skills** such as abilities to read and follow instructions and do mathematics.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned being BI-lingual in Spanish and the need for special education aides. The only thing becoming obsolete mentioned was the general aide.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include developmental assistant, clerical, teacher, library clerk, receptionist, supervisor, secretary, and account clerk.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **traditional occupation for women** with 94% being female (based on 17 of 17 respondents); **unionized employees** are at 76%; and **other job titles** include teachers aides, program assistant, para professionals, bilingual aides, special education / special friends.

WORK PATTERNS

Almost all employment positions in this occupation are Part-time (15-30hr/wk).

There are a few full-time positions (30-40hr/wk) in the county. There are Almost no temporary or seasonal positions reported in this occupation.

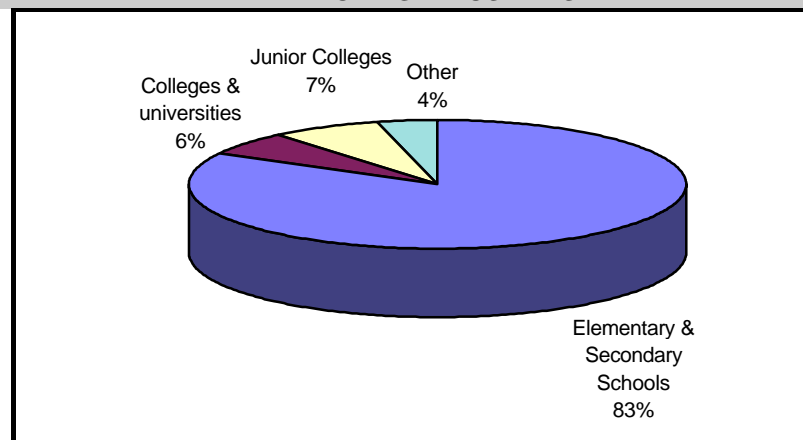
RECRUITMENT

METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	88
CURRENT EMPLOYEE REFERRALS:	54
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	41
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	27
UNSOLICITED WALK-INS:	28
EDD:	12

EMPLOYING INDUSTRIES



D.O.T. Codes: 099.327-014, 249.367-074, 219.467-010 and 24.367-086
17 firms, representing 440 employees responded to the survey.

Instructors - Nonvocational Education

OES Number 313170

Nonvocational Education Teachers teach or instruct out-of-school youths and adult in courses other than those that normally lead to an occupational objective and are less than the baccalaureate level. Subjects may include Self-improvement or nonvocational courses, such as Americanization, basic education, art, drama, music, bridge, homemaking, stock market analysis, languages, modeling, flying, dancing, and automobile driving. They teach in public or private schools or in an organization whose primary business is other than education.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
--	---

HIGH SCHOOL OR EQUIVALENT	21%
COLLEGE BUT NO DEGREE	57%
ASSOCIATE DEGREE	3%
BACHELOR DEGREE	17%
GRADUATE STUDY	2%

Most employers require college units and/or certification for their area of expertise.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Some difficulty

The qualified inexperienced applicants may encounter competition in job seeking. The experienced applicants demand is somewhat greater than the supply, therefore, experienced applicants will have a little less competition in job seeking.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
--	--

NOT REQUIRED	22%
10-12 MONTHS	30%
24-36 MONTHS	28%
48-60 MONTHS	20%

Some employers may sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:	1050, large
7 YEAR GROWTH:	240
7 YEAR GROWTH RATE:	23%, much faster than average

TURNOVER:	15% annually
------------------	--------------

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 8% last year. Most employers are expecting this occupation to grow for the next three years, while some are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.15	\$20.00	\$9.50
New, experienced	\$5.00	\$25.00	\$13.21
3 years with firm	\$6.50	\$30.00	\$14.53

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 37%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	43	14
PAID SICK LEAVE	57	14
RETIREMENT PLANS	43	14
MEDICAL INSURANCE	86	14
DENTAL INSURANCE	43	14
VISION INSURANCE	14	0
LIFE INSURANCE	14	0
CHILD CARE	0	0

WORK PATTERNS

Most employment positions in this occupation are part-time (3-33hr/wk), some are full-time(34-45hr/wk),but only a few are temporary or seasonal (34-56hr/wk).

RECRUITMENT

METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	71
CURRENT EMPLOYEE REFERRALS:	61
PRIVATE VOCATIONAL SCHOOLS:	17
IN-HOUSE PROMOTION OR TRANSFER:	22
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	27
UNSOLICITED WALK-INS:	34
EDD:	2

Another method of recruitment that is used by a few employers is, hiring their own students/graduates.

GENERAL INFORMATION

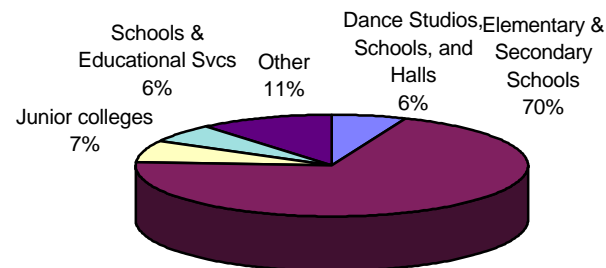
•**SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** include having their credentials, ability to teach their subjects, and have computer knowledge; **physical skills** such as abilities to lift up to 20 pounds, with frequent reaching, handling, fingering, talking, and listening, with near and far acuity, depth perception and color vision; **personal skills** such as abilities to work as part of a team, use ingenuity and imagination, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

•**EMERGING TECHNOLOGY AND SKILLS** mentioned include current computer skills, new software programs and programming, approved credentials, current technique & new idea's, and better basics (reading, writing, and spelling).

•**PROMOTIONAL OPPURTUNITIES** available for most employees include management/supervisor (service specialist or information system), religious tutor, chief flight instructor, counselor, director of aerobics, unit director and up t principal.

•**OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **traditional occupation for women** with 62% being female (based on 19 of 19 respondents); **unionized employees** are at almost 9%; and **other job titles** include teacher/instructor (language, dance, driving, flying, assistant, or tech), program assistant, and personal trainer.

EMPLOYING INDUSTRIES



D.O.T. Codes: 097.227-010, 099.223-010, 099.224-014, 099.227-026-XXX, 159.021-010, 150.027-014...

19 firms, representing 401 employees responded to the survey.

Packaging and Filling Machine Operators and Tenders

OES Number 929740

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

HIGH SCHOOL OR EQUIVALENT
There were no required training skills reported in this occupation.

100 %

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

NOT REQUIRED
1 MONTHS
36 MONTHS

56%
39%
5%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Not difficult
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Little difficulty

Qualified inexperienced applicants may have a very competitive job search, while experienced may encounter a little less competition in job seeking

PROJECTIONS & TURNOVER

1994 SIZE: 770, Large
7 YEAR GROWTH: 110
7 YEAR GROWTH RATE: 14%, Faster than average

TURNOVER: 10% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost two third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 2% last year. Many employers are expecting this occupation to grow for the next three years, while almost as many are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.15	\$13.15	\$6.90
New, experienced	\$5.05	\$14.00	\$7.25
3 years with firm	\$5.85	\$14.50	\$8.94

Wages reflect both union and non-union.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>		<u>94%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME</u>	<u>% PART-TIME</u>	
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
PAID VACATION	100	0	
PAID SICK LEAVE	76	0	
RETIREMENT PLANS	88	6	
MEDICAL INSURANCE	100	6	
DENTAL INSURANCE	94	0	
VISION INSURANCE	76	0	
LIFE INSURANCE	65	0	
CHILD CARE	0	0	

WORK PATTERNS

Most employment positions in this occupation are full-time (37-56hr/wk). There are some part-time positions (20hr/wk) in the county. There are almost no temporary or seasonal positions(35-40hr/wk) reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST</u>
	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	52
CURRENT EMPLOYEE REFERRALS:	10
PRIVATE VOCATIONAL SCHOOLS:	16
IN-HOUSE PROMOTION OR TRANSFER:	0
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	16
UNSOLICITED WALK-INS:	52
EDD:	79
UNION HALL REFERRALS	16

GENERAL INFORMATION

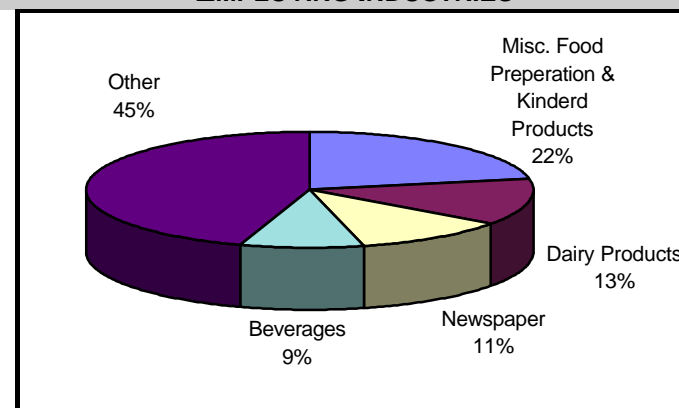
• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to use basic computer skills, automation, and product codes is a plus; **physical skills** such as abilities to concentrate for long periods of time and to perform precision work; **personal skills** such as abilities to work as part of a team, use ingenuity and imagination, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include knowledge of.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management,

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 7% being female (based on 16 of 18 respondents); **unionized employees** are at 60%; and **other job titles** include packers, baggers, mixer,tech-3, clerks & Cutters, general labor packing, warehouse workers, and plant workers.

EMPLOYING INDUSTRIES



D.O.T. Codes: 646.685-094-XXX, 695395-014, 6923682-058, 692.685-114-XXX and 694.685-026-XXX

18 firms, representing 369 employees responded to the survey.

Painters, Paperhangers- Construction and Maintenance

OES Number 874020

Painters paint walls, equipment, building, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

LESS THAN HIGH SCHOOL	18%
HIGH SCHOOL OR EQUIVALENT	73%
COLLEGE BUT NO DEGREE	9%

Some employers require previous training in related fields.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

NOT REQUIRED	46%
3-6 MONTHS	27%
12 MONTHS	18%
36 MONTHS	9%

Most employers are looking for experience as a residential/commercial painter, apprentice, prep worker or a journeyman. Some Employers may sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Some difficulty

Qualified inexperienced applicants may encounter competition in job seeking, while qualified experienced applicants may have a little less competition finding a job.

PROJECTIONS & TURNOVER

1994 SIZE:	540, medium
7 YEAR GROWTH:	110
7 YEAR GROWTH RATE:	20%, Much faster than average
TURNOVER:	4% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for just over one third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of less than 1% last year. Most employers are expecting this occupation to remain stable over the next three years but some are expecting growth.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$5.00/7.55	\$7.00/7.85	\$5.50/7.71
New, experienced	\$5.00/7.85	\$10.00/20.30	\$7.00/14.20
3 years with firm	\$6.00/11.25	\$15.00/20.30	\$10.11/16.70

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 67%

	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	70	10
PAID SICK LEAVE	30	10
RETIREMENT PLANS	50	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	60	0
VISION INSURANCE	60	0
LIFE INSURANCE	30	0
CHILD CARE	0	0

A few of the employers offer a union package to full time employees.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire; **technical skills** such as abilities to prep a surface for painting or papering, paint or paper; **physical skills** such as abilities to climb, balance, stoop, kneel, crouch, reach, handle, feel, hear, smell, and have good color vision; **personal skills** such as abilities to work as part of a team, interact well with others; and **basic skills** such as abilities to follow instructions.

• **EMERGING TECHNOLOGY AND SKILLS** there were no new skills mentioned, but a few employers would like to see more supervisory skills and product knowledge.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, estimator, customer service, distribution supervisor, or vice-president.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 4% being female (based on 15 of 15 respondents); **unionized employees** are at 8%; and **other job titles** include journeyman, apprentice, prep person, lead painter, spraymen and paper hanger.

WORK PATTERNS

Almost all employment positions in this occupation are full-time (35-40hr/wk).

There are a few part-time (20-30hr/wk) and temporary(20-40hr/wk) positions in the county, but there are no seasonal positions reported in this occupation.

RECRUITMENT

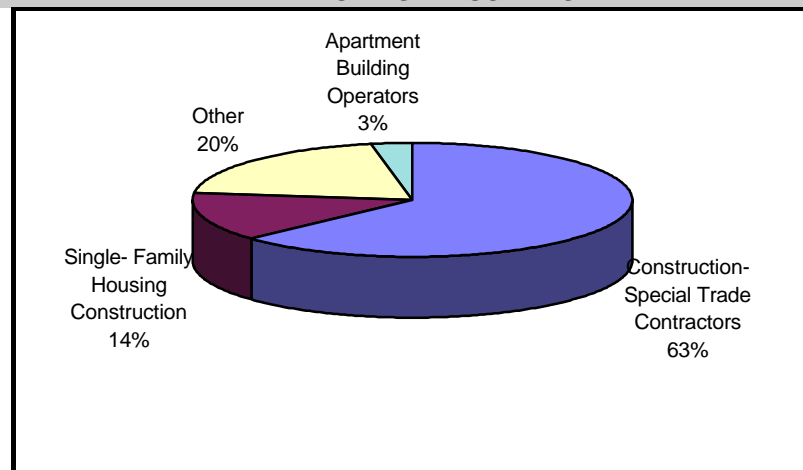
METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	9
CURRENT EMPLOYEE REFERRALS:	100
PRIVATE VOCATIONAL SCHOOLS:	9
IN-HOUSE PROMOTION OR TRANSFER:	18
PRIVATE EMPLOYMENT AGENCIES:	9
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	18
UNSOLICITED WALK-INS:	55
EDD:	36
UNION HALL REFERRALS	45

There were no other forms of recruitment reported in this survey.

EMPLOYING INDUSTRIES



D.O.T. Codes: 840.381-010-XXX, 840.681-010, 840.684-010, 841.381-010, 845.681-010 and 869.664-014

15 firms, representing 186 employees responded to the survey.

Plumbers, Pipefitters, and Steamfitters

OES Number 875020

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. This does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

HIGH SCHOOL OR EQUIVALENT

84%

COLLEGE BUT NO DEGREE

16%

A few employers require the plumber code class while a few others require enrollment in the apprenticeship program.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

NOT REQUIRED

1%

1-12 MONTHS

13%

24 MONTHS

5%

36 MONTHS

65%

48 OR MORE MONTHS

16%

Some employers may sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Little difficulty

DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Some difficulty

Qualified inexperienced applicants may experience competition in job seeking, while qualified experienced applicants may find the demand is greater than the supply creating a demand for the applicants.

PROJECTIONS & TURNOVER

1994 SIZE: 560, medium

7 YEAR GROWTH: 110

7 YEAR GROWTH RATE: 20%, Much faster than average

TURNOVER: 7% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one tenth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 2% last year. Many employers are expecting this occupation to remain stable for the next three years while some are expecting it to grow.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$5.15/18.00	\$10.00/18.00	\$6.25/18.00
New, experienced	\$7.00/8.00	\$14.00/25.80	\$11.50/10.00
3 years with firm	\$9.00/15.00	\$17.50/26.80	\$14.00/24.00

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 80%

	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	75	0
PAID SICK LEAVE	0	0
RETIREMENT PLANS	42	0
MEDICAL INSURANCE	83	0
DENTAL INSURANCE	33	0
VISION INSURANCE	42	0
LIFE INSURANCE	67	0
CHILD CARE	0	0

A few employers stated they used a union package.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as being proficient with the plumber codes and classes; **physical skills** such as abilities to lift up to 100 lbs., occasional climb, balance, stoop, kneel, crouch and accommodate with frequent reaching, handling and depth perception; **personal skills** such as abilities to work as part of a team, use ingenuity and imagination, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include knowledge of spreadsheets, word processing, database software and desktop publishing. Employers had very specific software and programming needs including AS 400, Novell, Intranet, Internet, HP 3000, Wang, Cobol, Windows NT, virus protection, and accounting. Some of these needs are currently unmet. Employers also mentioned the need for new skills in hardware and improved creativity. A few employers felt that specific programming languages and mainframe technology were becoming obsolete.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, senior software engineer and senior information analyst.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 7% being female (based on 16 of 18 respondents); **unionized employees** are at 60%; and **other job titles** include plumbers helper, laborers, installers, service tech, apprentice and journeyman plumbers.

D.O.T. Codes: 862.261-010, 862.281-010-XXX, 862.361-014-XXX, 862.381-014-XXX, 862.681-010, 862.682-010 and 862.684-034.

15 firms, representing 174 employees responded to the survey.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (37-40hr/wk). There are a few part-time opportunities (15-25hr/wk) in the county. There are no temporary or seasonal positions reported in this occupation.

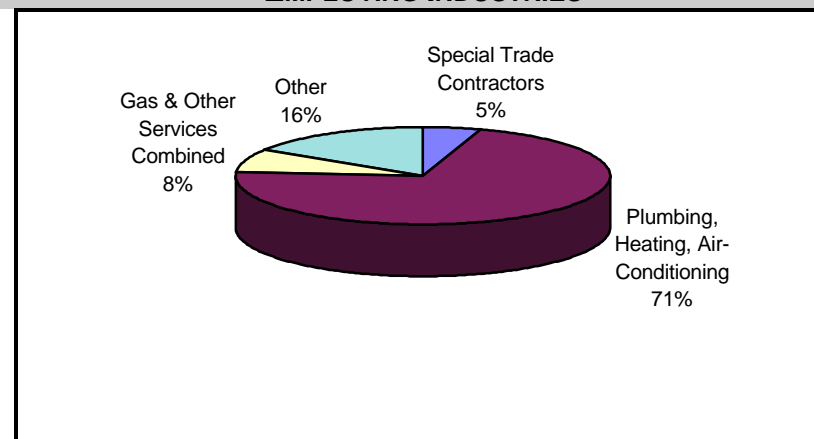
RECRUITMENT

METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	13
CURRENT EMPLOYEE REFERRALS:	85
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	0
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	0
UNSOLICITED WALK-INS:	6
EDD:	0
UNION HALL REFERRALS	10

EMPLOYING INDUSTRIES



Residential Counselors

OES Number 273070

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
High School or Equivalent	50%
COLLEGE BUT NO DEGREE	20%
ASSOCIATE DEGREE	8%
BACHELOR DEGREE	22%

Some employers require alcohol and/or drug certificate while others want the course work. CPR and first aid, 60 units w/9 in social service, or a BA in Child care.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED	15%
12 MONTHS	30%
24 MONTHS	35%
36 MONTHS	8%
60 OR MORE MONTHS	12%

Most employers require some kind of specialized experience in their field, such as 12 step involvement, social services, alcohol and drug abuse, foster care, disabled, etc.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Some difficulty

Qualified inexperienced applicants may encounter competition in job seeking, while the experienced applicants may have a little less competition in job seeking.

PROJECTIONS & TURNOVER

1994 SIZE:	480, medium
7 YEAR GROWTH:	140
7 YEAR GROWTH RATE:	29%, much faster than average
TURNOVER:	22% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost four fifths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 2% last year. Most employers are expecting this occupation to remain stable for the next three years while some are expecting it to grow.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$7.50	\$5.50
New, experienced	\$5.00	\$14.50	\$6.25
3 years with firm	\$5.25	\$15.95	\$8.00

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 77%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	20
PAID SICK LEAVE	80	20
RETIREMENT PLANS	40	10
MEDICAL INSURANCE	100	20
DENTAL INSURANCE	60	10
VISION INSURANCE	40	10
LIFE INSURANCE	40	10
CHILD CARE	10	0

GENERAL INFORMATION

• **SKILL** needs vary depending on the employer, some desire: **technical skills** such as word processing and database software; **physical skills** include lifting or carrying a maximum of 10 lbs. With frequent reaching, handling, fingering, talking, and hearing with occasionally near acuity; **personal skills** include interacting well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read, write and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computer literacy, Interpersonal communications, anger management, independent living skills training, statistics, and therapy course work.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, supervisor or maybe qualified M/R professional.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for men** with 25% being male (based on 16 of 16 respondents); and **other job titles** include managers and direct care instructors.

WORK PATTERNS

Most employment opportunities in this occupation are full-time (36-40hr/wk). There are some part-time (20-30hr/wk) and a few temporary (4hr/wk) Opportunities in this county. There were no seasonal positions reported in this Occupation.

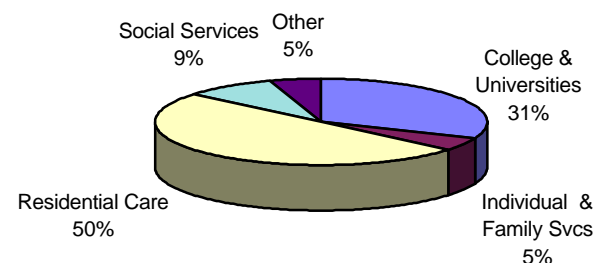
RECRUITMENT

METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	83
CURRENT EMPLOYEE REFERRALS:	93
PRIVATE VOCATIONAL SCHOOLS:	5
IN-HOUSE PROMOTION OR TRANSFER:	43
PRIVATE EMPLOYMENT AGENCIES:	5
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	22
UNSOLICITED WALK-INS:	12
EDD:	15

EMPLOYING INDUSTRIES



D.O.T. Code:154.167-186

13 firms, representing 217 employees responded to the survey.

Salespersons-Retail (Except Vehicle Sales)

OES Number 490112

Retail Salespersons sell a variety of merchandise to the public, they assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays, Do not include workers who work primarily as Cashiers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
HIGH SCHOOL OR EQUIVALENT	52%
COLLEGE BUT NO DEGREE	48%

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED	40%
6 MONTHS	35%
12 MONTHS	10%
24 OR MORE MONTHS	15%

Most employers are looking for experience in sales related to their field. Many employers will sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Little difficulty

The qualified inexperienced as well as the experienced applicants may encounter competition in job seeking.

PROJECTIONS & TURNOVER

1994 SIZE:	8320, Very Large
7 YEAR GROWTH:	720
7 YEAR GROWTH RATE:	9%, slower than average
TURNOVER:	21% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost three fourths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of far less than 1% last year. Most employers are expecting this occupation to remain stable for the next three years and some are expecting it to grow but a few are expecting it to decline.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.75	\$8.00	\$5.05
New, experienced	\$5.00	\$18.40	\$5.76
3 years with firm	\$6.00	\$17.00	\$8.00

Some employers pay commission only.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>	<u>100%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	84	32
PAID SICK LEAVE	84	32
RETIREMENT PLANS	68	26
MEDICAL INSURANCE	84	42
DENTAL INSURANCE	79	16
VISION INSURANCE	37	16
LIFE INSURANCE	79	21
CHILD CARE	5	0

Few employers specified part-time employees pay for their 401K retirement.

GENERAL INFORMATION

• **SKILL** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to use a computer; **physical skills** such as abilities to do light lifting, stand on your feet for long periods, occasionally stoop, and finger, with frequent, reaching, handling, talking, listening and have a good field of vision; **personal skills** might include the ability to work as part of a team, with the customers and under pressure; and **basic skills** such as abilities to read, write, follow instructions, and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computer literacy and job skills.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, administration, and clerical office.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is an **occupation for women** with 65% being female (based on 20 of 20 respondents); and **other job titles** include Sales associate, counter people, sales and credit associates and sales clerk.

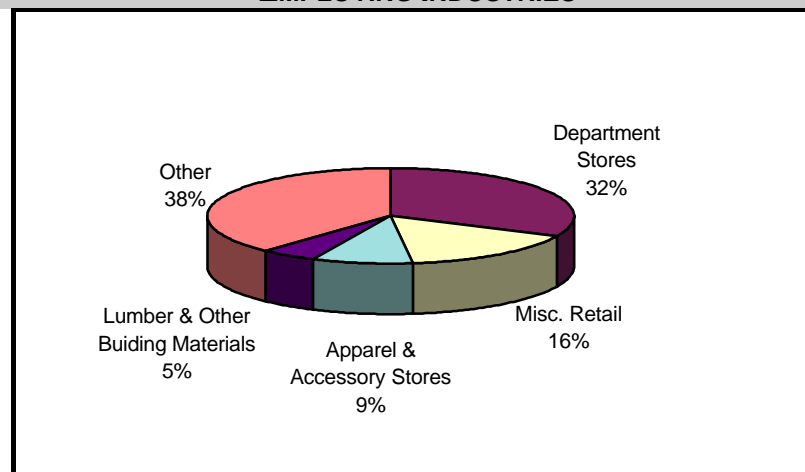
WORK PATTERNS

Most employment opportunities in this occupation are part-time (16-28hr/wk). There are some full-time opportunities (28-45hr/wk) in the county. There are a few temporary-on call positions (5-27hr/wk) available in the county. there were no seasonal positions reported in this occupation

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS:	71
CURRENT EMPLOYEE REFERRALS:	77
PRIVATE VOCATIONAL SCHOOLS:	2
IN-HOUSE PROMOTION OR TRANSFER:	71
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	25
UNSOLICITED WALK-INS:	96
EDD:	33

EMPLOYING INDUSTRIES



D.O.T. Codes: 261.351-010, 261.354-010, 261.357-018-XXX, 262.357-014-XXX, 270.352-010-XXX, 271.357-014, 272.357-022...

20 firms, representing 1125 employees responded to the survey.

Sales Representatives-Except Scientific and Related Products and Services and Retail

OES Number 490080

Sales Representatives, Except Scientific and Related Products, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
HIGH SCHOOL OR EQUIVALENT	16%
COLLEGE BUT NO DEGREE	5%
ASSOCIATE DEGREE	63%
BACHELOR DEGREE	16%

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED	21%
6-12 MONTHS	53%
24 MONTHS	5%
36 OR MORE MONTHS	21%

Most employers are looking for experience in related field. Some employers may sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Some difficulty

Qualified inexperienced applicants may encounter competition in job seeking, but experienced applicants may have a little less competition in job seeking.

PROJECTIONS & TURNOVER

1994 SIZE:	2230, Very large
7 YEAR GROWTH:	110
7 YEAR GROWTH RATE:	5%, slower than average
TURNOVER:	6% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 9% last year. Most employers are expecting this occupation to grow for the next three years and some are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.45	\$12.50	\$11.51
New, experienced	\$5.45	\$17.75	\$12.39
3 years with firm	\$5.45	\$24.00	\$15.80

Some employers pay commission only after probation period, and a few employers pay for car and gas expenses.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>		<u>93%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>	
PAID VACATION	93	0	
PAID SICK LEAVE	79	0	
RETIREMENT PLANS	79	0	
MEDICAL INSURANCE	100	0	
DENTAL INSURANCE	86	0	
VISION INSURANCE	79	0	
LIFE INSURANCE	86	0	
CHILD CARE	0	0	

Some employers specified 401 K plan.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as knowledge of product ; **physical skills** such as abilities to concentrate for long periods of time and to perform precision work; **personal skills** such as abilities to work alone, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and write and mathematics.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned are computer literacy, customer management, internet, laptop usage, interpersonal team skills and product knowledge.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, senior software engineer and senior information analyst.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 15% being female (based on 19 of 19 respondents); and **other job titles** include outside sales, order desk, customer service, sales manager, territory representatives or associate.

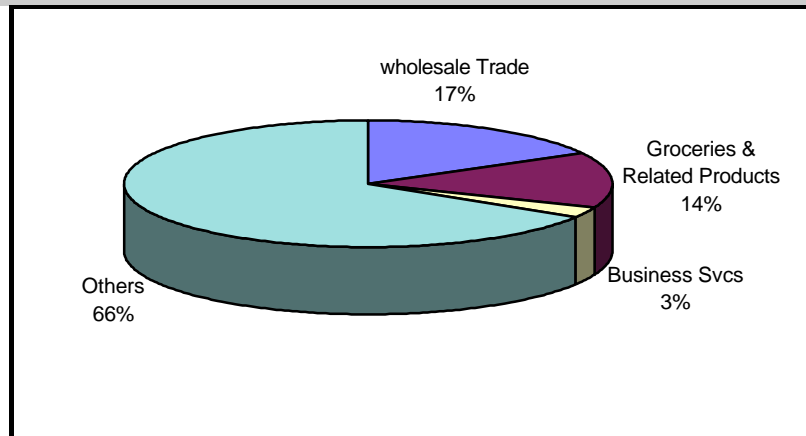
WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (40-55hr/wk). There are almost no part-time opportunities (20hr/wk) in the county. There were no temporary/on-call or seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS:	68
CURRENT EMPLOYEE REFERRALS:	89
PRIVATE VOCATIONAL SCHOOLS:	11
IN-HOUSE PROMOTION OR TRANSFER:	26
PRIVATE EMPLOYMENT AGENCIES:	58
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	5
UNSOLICITED WALK-INS:	42
EDD:	5
UNION HALL REFERRALS:	5

EMPLOYING INDUSTRIES



D.O.T. Codes: 160.159-027,260.259-010,260.357-010-XXX, 261.357-010-XXX, 269.357-014-XXX, 273.357-022...
15 firms, representing 112 employees responded to the survey.

Secretaries, General

OES Number 551080

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filling correspondence and other records. They may perform various other assigned clerical duties. This does not include Medical or Legal Secretaries.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
--	---

HIGH SCHOOL OR EQUIVALENT	38%
COLLEGE BUT NO DEGREE	62%

Most employers require typing and/or computer certificates while a few require knowledge of medical terminology or accounting.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
--	--

3-12 MONTHS	5%
24 MONTHS	75%
36 MONTHS	20%

Many employers are looking for experience as a receptionist or possession of clerical, accounting, and/or administration skills. A few employers may sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Not difficult
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Little difficulty

Qualified inexperienced applicants will have a very competitive job search, while the experienced may encounter a little less competition in job seeking.

PROJECTIONS & TURNOVER

1994 SIZE:	4230, Very large
7 YEAR GROWTH:	320
7 YEAR GROWTH RATE:	8%, slower than average

TURNOVER:	10% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for just over one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 5% last year. Many employers are expecting this occupation to remain Stable for the next three years and almost as many are expecting it to grow.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$5.00/10.00	\$13.00/10.20	\$6.21/10.11
New, experienced	\$6.50/7.00	\$14.00/11.65	\$8.00/10.00
3 years with firm	\$8.65/10.35	\$16.00/13.05	\$10.00/12.00

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 100%

	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	95	0
PAID SICK LEAVE	79	0
RETIREMENT PLANS	68	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	68	0
VISION INSURANCE	74	0
LIFE INSURANCE	58	0
CHILD CARE	5	0

GENERAL INFORMATION

• **SKILL** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to type 55 WPM and up, know the computer and clerical skills; **physical skills** such as abilities to lift light objects with occasional stooping and kneeling and frequent reaching, handling and fingering; **personal skills** such as abilities to work as part of a team, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include more knowledge of computer software, accounting and math skills. But some of the things that are becoming obsolete are shorthand, dictation and DOS.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management or supervisor, lead or senior secretary, project coordinator, medical staff manager and administrative secretary..

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **traditional occupation for women** with 98% being female (based on 19 of 19 respondents); **unionized employees** are at 26%; and **other job titles** include Clerical assistants, executive secretary, receptionist, secretary I, II, III and IV, bookkeeper assistant office staff and administrative assistant I, II, and III.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (36-40hr/wk). There are a few part-time opportunities (24-30 hr/wk) in the county. There are almost no temporary and no seasonal positions reported in this occupation.

RECRUITMENT

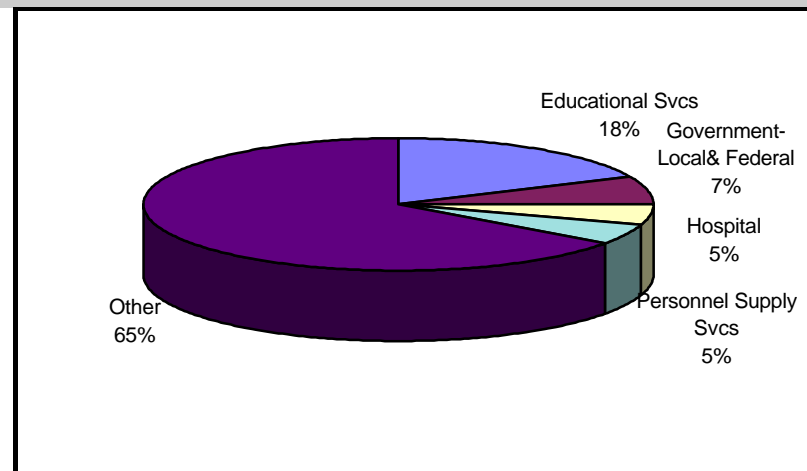
METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	82
CURRENT EMPLOYEE REFERRALS:	52
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	73
PRIVATE EMPLOYMENT AGENCIES:	8
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	0
UNSOLICITED WALK-INS:	80
EDD:	0
UNION HALL REFERRALS	0

Another method of recruitment that is used by a few employers is job posting.

EMPLOYING INDUSTRIES



D.O.T. Codes: 201.162-010, 201.362-018-XXX and 219.362-074
19 firms, representing 374 employees responded to the survey.

Secretaries, Legal

OES Number 551020

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

HIGH SCHOOL OR EQUIVALENT	39%
COLLEGE BUT NO DEGREE	39%
ASSOCIATE DEGREE	23%

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

6-12 MONTHS	26%
24 MONTHS	8%
36 MONTHS	32%
48 MONTHS	34%

Most employers are looking for experience as a Legal Secretary I, II, knowledge of litigation, insurance defense or workman's comp. Many employers may substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Not difficult
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Some difficulty

Qualified inexperienced applicants may encounter competition in job seeking, while experienced applicants may encounter less difficulty in his/her job search.

PROJECTIONS & TURNOVER

1994 SIZE:	610, medium
7 YEAR GROWTH:	140
7 YEAR GROWTH RATE:	23%, Much faster than average

TURNOVER:	13% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for over four fifths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of less than 1% last year. Many employers are expecting this occupation to remain stable for the next three years while some are expecting it to grow.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$8.10	\$16.40	\$10.55
New, experienced	\$9.20	\$16.95	\$13.12
3 years with firm	\$9.70	\$18.65	\$14.96

Some Employers pay a bonus, but only a few are Christmas bonuses.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>		<u>100%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME</u>	<u>% PART-TIME</u>	
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
PAID VACATION	100	11	
PAID SICK LEAVE	100	11	
RETIREMENT PLANS	89	11	
MEDICAL INSURANCE	100	6	
DENTAL INSURANCE	61	6	
VISION INSURANCE	33	0	
LIFE INSURANCE	78	6	
CHILD CARE	11	6	

Some employers specified 401 K retirement plans for part-time employees.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employer, but employers generally desire: **technical skills** such as abilities to use computers proficiently and legal terminology; **physical skills** such as abilities to sit for long periods of time, with lifting no more than ten pounds at a time, be able to do frequent reaching, handling, fingering, talking, listening and occasional color vision; **personal skills** such as abilities to work as part of a team, by oneself; **basic skills** include the ability to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include advanced computer skills, legal terminology updates and supervisory skills. **Obsolete skills** will be shorthand and dictation.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include paralegal, office manager and lawyer.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for men** with 3% being male (based on 18 of 18 respondents); and **other job titles** include law clerk, legal assistant and administration assistant.

WORK PATTERNS

Almost all employment positions in this occupation are full-time (37-50hr/wk).

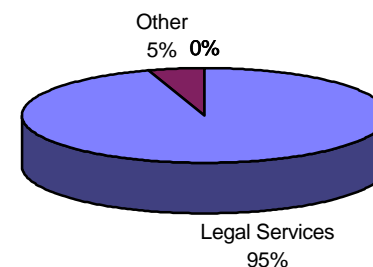
There are a few part-time positions (20-30hr/wk) in the county. There are almost no temporary and no seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST</u>
	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	94
CURRENT EMPLOYEE REFERRALS:	65
PRIVATE VOCATIONAL SCHOOLS:	16
IN-HOUSE PROMOTION OR TRANSFER:	26
PRIVATE EMPLOYMENT AGENCIES:	35
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	23
UNSOLICITED WALK-INS:	19
EDD:	3

Another method of recruitment that is used by a few employers includes law school job fairs.

EMPLOYING INDUSTRIES



D.O.T. Code: 201.362-010

18 firms, representing 199 employees responded to the survey.

Stock Clerks-Sales Floor

OES Number 490210

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

HIGH SCHOOL OR EQUIVALENT
COLLEGE BUT NO DEGREE

91%
9%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Little difficulty

Both qualified inexperienced and experienced applicants may encounter competition in job seeking.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

NOT REQUIRED
6 MONTHS
12 MONTHS

76%
15%
9%

Most employers are looking for experience in stocking such as food, pet shop sales and shipping & receiving. Many employers may substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE: 2090, Very large
7 YEAR GROWTH: 160
7 YEAR GROWTH RATE: 8%, slower than average

TURNOVER: 21% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost two-third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 3% last year. Many employers are expecting this occupation to grow for the next three years while many are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$7.70	\$5.50
New, experienced	\$5.00	\$8.50	\$5.75
3 years with firm	\$5.50	\$10.00	\$7.50

BENEFITS

% EMPLOYERS W/ BENEFITS 94%

<u>(% of benefits offered by employers with benefits)</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	25
PAID SICK LEAVE	94	25
RETIREMENT PLANS	75	13
MEDICAL INSURANCE	100	19
DENTAL INSURANCE	81	13
VISION INSURANCE	63	6
LIFE INSURANCE	81	13
CHILD CARE	6	0

A few employers have 401-K for part-time employees, and a few of those are partial payment for the employees.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** there were none reported in this survey; **physical skills** such as the ability to lift up to 100 lbs., with frequent stooping, crouching, reaching, handling talking and listening; plus occasionally balancing, and using field of vision; **personal skills** such as abilities to work as part of a team, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read, follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computers with no real skills becoming obsolete.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include various management positions, merchant support, inside and outside sales.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 37% being female (based on 17 of 17 respondents); and **other job titles** include merchandise control clerk, stockers, retail representatives, stock replenishing associates, night manager, and utility clerks.

WORK PATTERNS

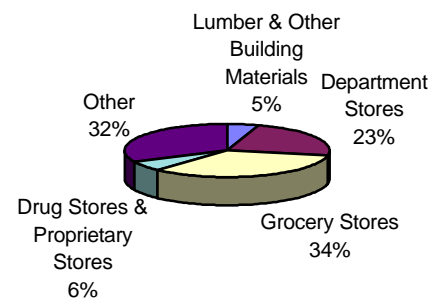
Most employment positions in this occupation are Part-time (15-36hr/wk). There are some full-time positions (35-50hr/wk) in the county. There were no temporary or seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS:	25
CURRENT EMPLOYEE REFERRALS:	50
PRIVATE VOCATIONAL SCHOOLS:	8
IN-HOUSE PROMOTION OR TRANSFER:	42
PRIVATE EMPLOYMENT AGENCIES:	8
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	8
UNSOLICITED WALK-INS:	83
EDD:	40

Other methods of recruitment that are used by a few employers include store postings, word of mouth and job fair.

EMPLOYING INDUSTRIES



D.O.T. Codes: 299.367-014 and 299.677-014
17 firms, representing 331 employees responded to the survey.

Truck Drivers, Light- Including Delivery and Route Workers

OES Number 971050

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. This does not include workers whose duties include sales.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

HIGH SCHOOL OR EQUIVALENT

100%

Many employers want a valid California Drivers license and a few employers want a clean drug test

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS: Little difficulty

DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS: Little difficulty

Both inexperienced and experienced applicants may encounter competition in job seeking.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

NOT REQUIRED

82%

3 MONTHS

3%

12 MONTHS

15%

Some employers are looking for experienced drivers, a few with delivery experience and product knowledge. Some employers may substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE: 2510, Very large
7 YEAR GROWTH: 290
7 YEAR GROWTH RATE: 12%, slower than average

TURNOVER: 21% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 12% last year. Many employers are expecting this occupation to remain stable for the next three years and almost as many are expecting it to grow.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$15.55	\$6.00
New, experienced	\$5.15	\$15.55	\$7.00
3 years with firm	\$6.00	\$15.55	\$9.00

A few employers have a bonus.

BENEFITS

% EMPLOYERS W/ BENEFITS 94%

<u>(% of benefits offered by employers with benefits)</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	80	0
PAID SICK LEAVE	67	0
RETIREMENT PLANS	27	0
MEDICAL INSURANCE	100	7
DENTAL INSURANCE	47	0
VISION INSURANCE	40	7
LIFE INSURANCE	47	0
CHILD CARE	0	0

WORK PATTERNS

Most of the employment positions in this occupation are full-time (40-50hr/wk). There are a few part-time and temporary positions (10-30hr/wk) in county. There were no seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS:	77
CURRENT EMPLOYEE REFERRALS:	65
PRIVATE VOCATIONAL SCHOOLS:	3
IN-HOUSE PROMOTION OR TRANSFER:	10
PRIVATE EMPLOYMENT AGENCIES:	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	3
UNSOLICITED WALK-INS:	5
EDD:	0

Other methods of recruitment that are used by a few employers include the Fresno Workforce Development Board.

GENERAL INFORMATION

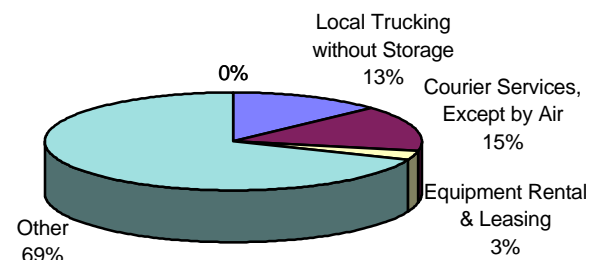
• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as a clean DMV record and /or drug test; **physical skills** such as abilities to lift a maximum of 50 lbs with frequent lifting and/or carrying, reaching and handling, occasional stooping and kneeling.; **personal skills** such as abilities to interact well with others, and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include computer literacy and computerized bar codes. An obsolete skill mentioned was small parts delivery.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, inside clerical, counter, warehouse, wholesale, dispatching, outside sales, and press feeder.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 13% being female (based on 16 of 16 respondents); and **other job titles** include Driver, delivery person(freight and/or part), stock clerk, shipping/receiving, installer, cleaning technicians, and courier.

EMPLOYING INDUSTRIES



D.O.T. Codes: 906.683-010-XXX, 913.663-018, and 919.663-002
16 firms, representing 192 employees responded to the survey.

Welders and Cutters

OES Number 939140

Welders and Cutters use flame cutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipeline, automobiles, boilers and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimension as specified by layout, work orders, or blueprints.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:

LESS THAN HIGH SCHOOL	8%
HIGH SCHOOL OR EQUIVALENT	92%

A few employers require a Welding Certificate.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

NOT REQUIRED	10%
2-6 MONTHS	14%
24 MONTHS	33%
36 MONTHS	10%
60 MONTHS	33%

Most employers may substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Some difficulty

Qualified inexperienced applicants may encounter competition in job seeking, while experienced applicants may have a little less competition.

PROJECTIONS & TURNOVER

1994 SIZE:	390, medium
7 YEAR GROWTH:	20
7 YEAR GROWTH RATE:	5%, slower than average
TURNOVER:	8% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one fourth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 15% last year. Many employers are expecting occupational growth for the next three years and almost as many are expecting it to remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.75	\$10.00	\$6.00
New, experienced	\$7.15	\$17.00	\$9.50
3 years with firm	\$8.00	\$17.50	\$11.50

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W/ BENEFITS 79%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	87	0
PAID SICK LEAVE	27	0
RETIREMENT PLANS	40	0
MEDICAL INSURANCE	93	0
DENTAL INSURANCE	40	0
VISION INSURANCE	20	0
LIFE INSURANCE	40	0
CHILD CARE	0	0

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities; **physical skills** such as abilities to occasionally lift up to 100 pounds, climb, balance, stoop, kneel, crouch, crawl, reach handle, finger, feel, talk, and listen, have near and far acuity, depth perception and color vision; **personal skills** such as abilities to work as part of a team, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include knowledge of wire welding, automated welder and more computerization. The only skill that was mentioned as becoming obsolete was stick welding.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, foreman, quality control & supervisor, production, leadman, journeyman mechanic.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 0% being female (based on 19 of 19 respondents); **unionized employees** are at 10%; and **other job titles** include fabricator, helpers, layout fitter, utility, specialist, machine operator, machanic, trailer mechanics, preparation helper, apprentice and journeymen.

WORK PATTERNS

Almost all employment positions in this occupation are full-time (40-52hr/wk). There are a few part-time and temporary positions (16-40hr/wk) in the county and no seasonal positions reported in this occupation.

RECRUITMENT

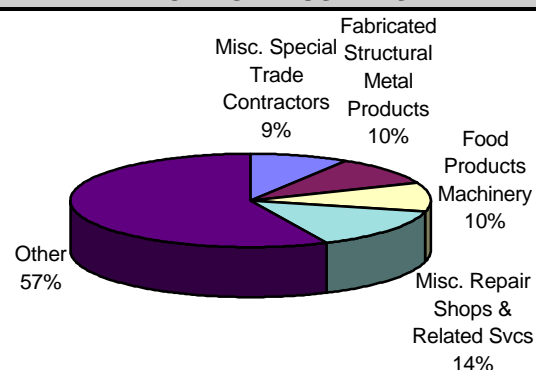
METHOD

% OF ALL POSITIONS FILLED LAST

	<u>YEAR</u>
NEWSPAPER ADVERTISEMENTS:	63
CURRENT EMPLOYEE REFERRALS:	23
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER:	4
PRIVATE EMPLOYMENT AGENCIES:	15
PUBLIC SCHOOLS AND TRAINING PROGRAMS:	0
UNSOLICITED WALK-INS:	40
EDD:	23

Other methods of recruitment include other stores and temp services.

EMPLOYING INDUSTRIES



D.O.T. Codes: 553.684-010, 613.667-010, 709.684-086, 727.684-022, 810.384-010-XXX, 810.664-010-XXX...

19 firms, representing 179 employees responded to the survey.

CHAPTER 3:

TRAINING DIRECTORY

TRAINING DIRECTORY

INTRODUCTION

INTRODUCTION TO THE TRAINING DIRECTORY

The 1997 Skills Training Directory for Fresno County is a compliment to the Occupational Outlook Chapter of this report. As such, it only covers schools or other organizations providing training in the occupations studied this year and the previous two years (i.e. 1995 through 1997). The index of occupations studied during those years is in the first pages of chapter 2 of this report.

The data for this training directory came from several sources. The primary source of information was the Enhanced State Training Inventory (ESTI). Staff of the Labor Market Information Division of the California Employment Development Department (EDD) collected the information from training providers for Enhanced State Training Inventory. The California Occupational Information Coordinating Committee (COICC) funded the project. FWDB/LMI staff then added information from the Fresno Workforce Development Board (FWDB) Skills Training Directory of Job Training Partnership Act (JTPA) approved courses. Finally, FWDB/LMI staff directly contacted several schools to clarify information.

ENHANCED STATE TRAINING INVENTORY

The ESTI contains information on all training provided throughout California. The information is indexed by school name, facility type, Classification of Instructional Program (CIP) Title and Occupational Employment Statistics (OES) occupational title. The information is easy to use because it is in electronic format. EDD has developed a process to link occupations with training programs. The process provides an excellent new resource for the training field, however, it also has some missing or out-of-date data and the program/occupation links are sometimes inaccurate or misleading. FWDB/LMI and EDD staff will be working together with training providers to improve the accuracy of its inventory. The Current ESTI can be obtained by calling EDD's Labor Market Information Division, Publication Information Unit at (916) 262-2162. The FWDB Labor Market Information (LMI) unit has the information loaded into its computer and can provide specific information on request. The FWDB/LMI unit is located at the Trade Center Building on the eighth floor. You can contact the unit by calling (209) 233-4500.

FWDB SKILL TRAINING DIRECTORY

The Fresno Workforce Development Board also maintains a "Skills Training Directory" that contains a detailed listing of all occupational training programs approved for JTPA eligible individuals. This listing contains information on cost, length, beginning and ending dates of courses and materials required. Call the Fresno Workforce Development Board at (209) 233-4500 for information concerning the Skill Training Directory.

TRAINING DIRECTORY SORTED INTO TWO SECTIONS WITH EASY GUIDES

The next two sections of chapter 3 contain the Training Directory Information sorted into two ways to make it easier to get the information you need.

➤ **Section 1- Training Directory Sorted by School Name**

This section provides the basic information about each school and its programs. It is sorted alphabetically by school name. Use this section when you want to look up a particular school or training provider to get details about address, phone, services, facility type, accrediting organizations, program titles and occupation related to those programs.

➤ **Section 2- Training Directory Sorted by OES Occupational Title**

This section is a supplementary section based on an alpha sort of occupational title. It contains the names of schools that provide training in those occupations and the CIP program name matched with training in specified occupations. This section should be used when you are looking for training available in a particular occupation or occupations. Once the school name and program title are determined, you can go to section 1 of the Training Directory to get information about the schools.

We hope that this will be the beginning of a joint effort to produce an accurate and user friendly source of information about training in Fresno County and throughout the rest of the State.

TRAINING DIRECTORY
SECTION 1
SORTED BY SCHOOL NAME

Fresno CCOIS Skills Training Directory

ADVANCED COMPUTER TRAINING SCHOOL

Physical Address 3467 WEST SHAW FRESNO CA 93711 Phone Number Fax Number 2092771900 2092777121 School Contact for JTPA Participant approved: Jackson Sakamoto	Mailing Address 3467 WEST SHAW FRESNO CA 93711 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

BEVERLY ENTERPRISES

Physical Address 2984 NORTH MAROA FRESNO CA 93704 Phone Number Fax Number 2092269401 2092264239 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 2984 NORTH MAROA FRESNO CA 93704 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CSDHS
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CIP Name	CIP Code	OES Title	OES Code
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

** Full names of Accrediting Organizations are: ACCET- Accrediting Council for Continuing Education and Training; ACCSCT- Accrediting Commission of Career Schools and Colleges of Technology; ACICS- Accrediting Council for Independent Colleges and Schools; ATS- Association of Theological Schools in United States and Canada; CAC- Committee on Accreditation; CPPVE Approved- Council for Private Postsecondary and Vocational Education Approved; N/A- Not Applicable; NACCAS- National Accrediting Commission of Cosmetology Arts and Sciences; TACCS- Transnational Association of Christian Colleges and Schools; WASC- Western Association of Schools and Colleges.

Fresno CCOIS Skills Training Directory

CALIFORNIA STATE UNIVERSITY, FRESNO

Physical Address 5150 NORTH MAPLE AVENUE FRESNO CA 937400057 Phone Number Fax Number 2092782324 2092784715 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 5150 NORTH MAPLE AVENUE FRESNO CA 93740-0057 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input checked="" type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: 4-year, Colleges and Universities Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Ornamental Horticulture Operations and Management	1.0603	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Advertising	9.0201	MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	130110
Public Relations and Organizational Communications	9.0501	MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	130110
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Special Education, General	13.1001	TEACHERS - SPECIAL EDUCATION	313110
Special Education, Other	13.1099	TEACHERS - SPECIAL EDUCATION	313110
Counselor Education Counseling and Guidance Services	13.1101	RESIDENTIAL COUNSELORS	273070
Agricultural Teacher Education (Vocational)	13.1301	TEACHERS AND INSTRUCTORS - VOCATIONAL EDUCATION AND TRAINING	313140
Music Teacher Education	13.1312	TEACHERS - SECONDARY SCHOOL	313080
Reading Teacher Education	13.1315	TEACHERS - SECONDARY SCHOOL	313080
Nursing (R.N. Training)	51.1601	REGISTERED NURSES	325020
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Finance, General	52.0801	FINANCIAL MANAGERS	130020
Business Marketing and Marketing Management	52.1401	MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	130110

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

CALIFORNIA TECHNICAL EDUCATION FRESNO INC.

Physical Address 1380 NORTH ABBY FRESNO CA 93703 Phone Number Fax Number 2092667577 2092663947 School Contact for JTPA Participant approved: Andrea Qualls	Mailing Address 1380 NORTH ABBY FRESNO CA 93703 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
General Retailing Operations	8.0705	SALESPERSONS - PARTS	490140
General Retailing Operations	8.0705	COUNTER AND RENTAL CLERKS	490170
General Retailing Operations	8.0705	STOCK CLERKS - SALES FLOOR	490210
General Retailing Operations	8.0705	CASHIERS	490230
General Retailing Operations	8.0705	DRIVER/SALES WORKERS	971170
Custodial, Housekeeping and Home Services Workers and Manag	20.0601	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

CENTRAL ADULT EDUCATION

Physical Address 2698 NORTH BRAWLEY FRESNO CA 93722 Phone Number Fax Number 2092765230 2092768204 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 2698 NORTH BRAWLEY FRESNO CA 93722 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Public Adult Schools with occupational programs Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

CENTRAL VALLEY TRAINING CENTER

Physical Address 7592 NORTH MAROA, #103 FRESNO CA 93711 Phone Number Fax Number 2094488696 2094488695 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 7592 NORTH MAROA, #103 FRESNO CA 93711 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
General Selling Skills and Sales Operations	8.0706	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AN	490080
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - PARTS	490140
General Selling Skills and Sales Operations	8.0706	COUNTER AND RENTAL CLERKS	490170
Food Sales Operations	8.0906	COMBINED FOOD PREPARATION AND SERVICE WORKERS	650410
Custodial, Housekeeping and Home Services Workers and Manag	20.0601	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

CLOVIS ADULT EDUCATION

Physical Address 1452 DAVID E COOK WAY CLOVIS CA 936110575 Phone Number Fax Number 2092923858 2092983515 School Contact for JTPA Participant approved: Cathy Smith-Yang	Mailing Address 1452 DAVID E COOK WAY CLOVIS CA 93611-0575 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Public Adult Schools with occupational programs Accreditation**: WASC
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CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Kitchen Personnel/Cook and Assistant Training	12.0505	COOKS - RESTAURANT	650260
Kitchen Personnel/Cook and Assistant Training	12.0505	COOKS - SPECIALTY FAST FOOD	650320
Custodial, Housekeeping and Home Services Workers and Manag	20.0601	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
Drafting, General	48.0101	DRAFTERS	225140

COMMUNITY TRADE & TECHNICAL INSTITUTE

Physical Address 2212 Norht Winery suite 122 FRESNO CA 93703 Phone Number Fax Number 2094569194 2094569270 School Contact for JTPA Participant approved: Jerold Williams	Mailing Address 2212 N. Winery Suite 122 FRESNO CA 93703 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: WASC CPPV
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CIP Name	CIP Code	OES Title	OES Code
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

DONALD R. REID & ASSOCIATES

Physical Address 1925 W FEDORA AVENUE FRESNO CA 93705 Phone Number Fax Number 2092291570 2092248535 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 1925 W FEDORA AVENUE FRESNO CA 93705 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
General Selling Skills and Sales Operations	8.0706	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AN	490080
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - PARTS	490140
General Selling Skills and Sales Operations	8.0706	COUNTER AND RENTAL CLERKS	490170
Business Marketing and Marketing Management	52.1401	MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	130110

FEDERICO COLLEGES/FEDERICO BEAUTY COLLEGES

Physical Address 5660 NORTH BLACKSTONE AVENUE FRESNO CA 93710 Phone Number Fax Number 2094323030 2094322368 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 5660 NORTH BLACKSTONE AVENUE FRESNO CA 93710 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: NACCA CPPV
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CIP Name	CIP Code	OES Title	OES Code
Barber/Hairstylist	12.0402	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Electrolysis Technician	12.0404	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050

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Fresno CCOIS Skills Training Directory

FRESNO ADULT SCHOOL

Physical Address 3333 NORTH BOND FRESNO CA 93726 Phone Number Fax Number 2094413272 2092217083 School Contact for JTPA Participant approved: Nancy Isaacs	Mailing Address 3333 NORTH BOND FRESNO CA 93726 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Public Adult Schools with occupational programs Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Custodian/Caretaker	20.0604	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110
Home Health Aide	51.1615	NURSE AIDES	660080
Home Health Aide	51.1615	HOME HEALTH CARE WORKERS	660110
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Finance, General	52.0801	FINANCIAL MANAGERS	130020

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

FRESNO CITY COLLEGE

Physical Address 1101 EAST UNIVERSITY AVENUE FRESNO CA 937410001 Phone Number Fax Number 2094424600 2094853367 School Contact for JTPA Participant approved: Sherian Eckrod	Mailing Address 1101 EAST UNIVERSITY AVENUE FRESNO CA 93741-0001 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: 2-year, Technical, and Community Colleges Accreditation**: ACCJC
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CIP Name	CIP Code	OES Title	OES Code
Agricultural Mechanization, General	1.0201	FARM EQUIPMENT MECHANICS	853210
Recreation Products/Services Marketing Operations	8.0903	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AN	490080
Marketing Operations/Marketing and Distribution, Other	8.9999	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AN	490080
Marketing Operations/Marketing and Distribution, Other	8.9999	STOCK CLERKS - SALES FLOOR	490210
Barber/Hairstylist	12.0402	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Special Education, Other	13.1099	TEACHERS - SPECIAL EDUCATION	313110
Industrial Production Technol./Technicians, Other	15.0699	WELDERS AND CUTTERS	939140
Child Care Provider/Assistant	20.0202	RESIDENTIAL COUNSELORS	273070
Child Care Provider/Assistant	20.0202	CHILD CARE WORKERS	680380
Paralegal/Legal Assistant	22.0103	PARALEGAL PERSONNEL	283050
Corrections/Correctional Administration	43.0102	POLICE AND DETECTIVE SUPERVISORS	610050
Corrections/Correctional Administration	43.0102	CORRECTION OFFICERS AND JAILERS	630170
Criminal Justice/Law Enforcement Administration	43.0103	POLICE AND DETECTIVE SUPERVISORS	610050
Criminal Justice/Law Enforcement Administration	43.0103	SHERIFFS AND DEPUTY SHERIFFS	630320
Law Enforcement/Police Science	43.0107	POLICE PATROL OFFICERS	630140
Law Enforcement/Police Science	43.0107	SHERIFFS AND DEPUTY SHERIFFS	630320
Security and Loss Prevention Services	43.0109	GUARDS AND WATCH GUARDS	630470
Electrician	46.0302	ELECTRICIANS	872020
Building/Property Main. and Manager	46.0401	MAINTENANCE REPAIRERS - GENERAL UTILITY	851320
Painter and Wall Coverer	46.0408	PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE	874020
Plumber and Pipefitter	46.0501	PLUMBERS, PIPEFITTERS, AND STEAMFITTERS	875020

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

CIP Name	CIP Code	OES Title	OES Code
Heating, Air Conditioning and Refrigeration Mechanic and Repaire	47.0201	HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTAL	859020
Auto/Automotive Body Repairer	47.0603	AUTOMOTIVE BODY AND RELATED REPAIRERS	853050
Drafting, General	48.0101	DRAFTERS	225140
Architectural Drafting	48.0102	DRAFTERS	225140
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS	971050
Dental Assistant	51.0601	DENTAL ASSISTANTS	660020
Dental Hygienist	51.0602	DENTAL HYGIENISTS	329080
Medical Records Tech./Technician	51.0707	MEDICAL RECORDS TECHNICIANS	329110
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Nursing (R.N. Training)	51.1601	REGISTERED NURSES	325020
Practical Nurse (L.P.N. Training)	51.1613	LICENSED VOCATIONAL NURSES	325050
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020
Receptionist	52.0406	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Administrative and Secretarial Services, Other	52.0499	SECRETARIES, GENERAL	551080
Administrative and Secretarial Services, Other	52.0499	STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD	580230
Administrative and Secretarial Services, Other	52.0499	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Management Information Systems and Business Data Processing,	52.1201	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020

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Fresno CCOIS Skills Training Directory

FRESNO CITY COLLEGE - TRAINING INSTITUTE

Physical Address 390 B WEST FIR CLOVIS CA 93611 Phone Number Fax Number 2093234688 2093234811 School Contact for JTPA Participant approved: Francis Villagran		Mailing Address 390 B WEST FIR CLOVIS CA 93611 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development		Facility Information: Type of Facility: 2-year, Technical, and Community Colleges Accreditation**: ACCET
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CIP Name	CIP Code	OES Title	OES Code
Management Information Systems and Business Data Processing,	52.1201	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020

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Fresno CCOIS Skills Training Directory

FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER

Physical Address 2930 E ANNADALE AVENUE FRESNO CA 93725 Phone Number Fax Number 2094860173 2092641158 School Contact for JTPA Participant approved: Jerry Sall	Mailing Address 2930 E ANNADALE AVENUE FRESNO CA 93725 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: 2-year, Technical, and Community Colleges Accreditation**: WASC ACCJC
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CIP Name	CIP Code	OES Title	OES Code
Auto/Automotive Body Repairer	47.0603	AUTOMOTIVE BODY AND RELATED REPAIRERS	853050
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

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Fresno CCOIS Skills Training Directory

FRESNO INSTITUTE OF TECHNOLOGY

Physical Address 1545 FULTON STREET FRESNO CA 93721 Phone Number Fax Number 2094423500 2092975822 School Contact for JTPA Participant approved: Jim Hines	Mailing Address 1545 FULTON STREET FRESNO CA 93721 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE ACCS
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CIP Name	CIP Code	OES Title	OES Code
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080

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Fresno CCOIS Skills Training Directory

FRESNO REGIONAL OCCUPATIONAL PROGRAM

Physical Address 1111 VAN NESS TOWERS FRESNO CA 93721 Phone Number Fax Number 2094973857 2094973806 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 1111 Van Ness Towers FRESNO CA 93721 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Public Secondary Schools with occupational programs Accreditation**: WASC
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CIP Name	CIP Code	OES Title	OES Code
General Retailing Operations	8.0705	SALESPERSONS - PARTS	490140
General Retailing Operations	8.0705	COUNTER AND RENTAL CLERKS	490170
General Retailing Operations	8.0705	STOCK CLERKS - SALES FLOOR	490210
General Retailing Operations	8.0705	CASHIERS	490230
General Retailing Operations	8.0705	DRIVER/SALES WORKERS	971170
Child Care Provider/Assistant	20.0202	RESIDENTIAL COUNSELORS	273070
Child Care Provider/Assistant	20.0202	CHILD CARE WORKERS	680380
Criminal Justice/Law Enforcement Administration	43.0103	POLICE AND DETECTIVE SUPERVISORS	610050
Criminal Justice/Law Enforcement Administration	43.0103	SHERIFFS AND DEPUTY SHERIFFS	630320
Auto/Automotive Body Repairer	47.0603	AUTOMOTIVE BODY AND RELATED REPAIRERS	853050
Medical Office Management	51.0705	MEDICAL ASSISTANTS	660050
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Finance, General	52.0801	FINANCIAL MANAGERS	130020

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Fresno CCOIS Skills Training Directory

GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS

Physical Address 1325 NORTH WISHON AVENUE FRESNO CA 93728 Phone Number Fax Number 2092649726 2092640985 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 1325 NORTH WISHON AVENUE FRESNO CA 93728 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE ACCS
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CIP Name	CIP Code	OES Title	OES Code
Dental Assistant	51.0601	DENTAL ASSISTANTS	660020
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050

HAIR INTERNS SCHOOL OF COSMETOLOGY, THE

Physical Address 1522 FULTON STREET FRESNO CA 93721 Phone Number Fax Number 2094411795 2092642069 School Contact for JTPA Participant approved: Rubi White	Mailing Address 1522 FULTON STREET FRESNO CA 93721 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Adult and Continuing Teacher Education	13.1201	INSTRUCTORS - NONVOCATIONAL EDUCATION	313170

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Fresno CCOIS Skills Training Directory

HEALD COLLEGE - FRESNO CALIFORNIA

Physical Address 255 WEST BULLARD FRESNO CA 93704 Phone Number Fax Number 2094384222 2094386368 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 255 WEST BULLARD FRESNO CA 93704 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: 2-year, Technical, and Community Colleges Accreditation**: WASC
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CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020

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Fresno CCOIS Skills Training Directory

HI TECH VOCATIONAL INSTITUTE

Physical Address 2478 NORTH MARKS FRESNO CA 93722 Phone Number Fax Number 2092762886 2092763201 School Contact for JTPA Participant approved: Jacqui Carbajal	Mailing Address 2422 NORTH MARKS, #164 FRESNO CA 93722 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
General Selling Skills and Sales Operations	8.0706	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AN	490080
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - PARTS	490140
General Selling Skills and Sales Operations	8.0706	COUNTER AND RENTAL CLERKS	490170
Custodial, Housekeeping and Home Services Workers and Manag	20.0601	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
Building/Property Main. and Manager	46.0401	MAINTENANCE REPAIRERS - GENERAL UTILITY	851320
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

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Fresno CCOIS Skills Training Directory

KINGS RIVER COMMUNITY COLLEGE

Physical Address 995 NORTH REED AVENUE REEDLEY CA 936542099 Phone Number Fax Number 2096383641 2096385040 School Contact for JTPA Participant approved: Jerry Barkley		Mailing Address 995 NORTH REED AVENUE REEDLEY CA 93654-2099 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input checked="" type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: 2-year, Technical, and Community Colleges Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Agricultural Mechanization, General	1.0201	FARM EQUIPMENT MECHANICS	853210
Horticulture Services Operations and Management, General	1.0601	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Landscaping Operations and Management	1.0605	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Marketing Operations/Marketing and Distribution, Other	8.9999	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AN	490080
Marketing Operations/Marketing and Distribution, Other	8.9999	STOCK CLERKS - SALES FLOOR	490210
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Computer and Information Sciences, Other	11.9999	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Special Education, General	13.1001	TEACHERS - SPECIAL EDUCATION	313110
Child Care Provider/Assistant	20.0202	RESIDENTIAL COUNSELORS	273070
Child Care Provider/Assistant	20.0202	CHILD CARE WORKERS	680380
Child Care Services Manager	20.0203	RESIDENTIAL COUNSELORS	273070
Criminal Justice/Law Enforcement Administration	43.0103	POLICE AND DETECTIVE SUPERVISORS	610050
Criminal Justice/Law Enforcement Administration	43.0103	SHERIFFS AND DEPUTY SHERIFFS	630320
Electrician	46.0302	ELECTRICIANS	872020
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Dental Assistant	51.0601	DENTAL ASSISTANTS	660020
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Receptionist	52.0406	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

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Fresno CCOIS Skills Training Directory

LYLE'S FIRST AND HERNDON COLLEGE OF BEAUTY

Physical Address 6735 NORTH FIRST STREET, SUITE 112 FRESNO CA 93710 Phone Number Fax Number 2094316060 2094327595 School Contact for JTPA Participant approved: Geri Long	Mailing Address 6735 NORTH FIRST STREET, Suite 112 FRESNO CA 93710 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: NACCA CPPV
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CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050

LYLE'S FRESNO SHAW & MARKS COLLEGE OF BEAUTY

Physical Address 3125 WEST SHAW AVENUE FRESNO CA 93722 Phone Number Fax Number 2092226060 2092211039 School Contact for JTPA Participant approved: Dee Dee Upton	Mailing Address 3125 WEST SHAW AVENUE FRESNO CA 93722 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: NACCA CPPV
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CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Adult and Continuing Teacher Education	13.1201	INSTRUCTORS - NONVOCATIONAL EDUCATION	313170

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Fresno CCOIS Skills Training Directory

MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS INC.

Physical Address 1313 P STREET, SUITE 205 FRESNO CA 93721 Phone Number Fax Number 2092680938 2092680558 School Contact for JTPA Participant approved: Mary Berglund	Mailing Address 1313 P STREET, SUITE 205 FRESNO CA 93721 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: ACCET CPPV WASC
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CIP Name	CIP Code	OES Title	OES Code
General Selling Skills and Sales Operations	8.0706	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AN	490080
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - PARTS	490140
General Selling Skills and Sales Operations	8.0706	COUNTER AND RENTAL CLERKS	490170
Building/Property Main. and Manager	46.0401	MAINTENANCE REPAIRERS - GENERAL UTILITY	851320
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140

MANCHESTER COLLEGE OF BEAUTY

Physical Address 3756 NORTH BLACKSTONE AVENUE FRESNO CA 93726 Phone Number Fax Number 2092244242 2092240754 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 3756 NORTH BLACKSTONE AVENUE FRESNO CA 93726 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: WASC NACC
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CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Adult and Continuing Teacher Education	13.1201	INSTRUCTORS - NONVOCATIONAL EDUCATION	313170

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

MICROCOMPUTER EDUCATION CENTER

Physical Address 2002 NORTH GATEWAY BLVD FRESNO CA 93727 Phone Number Fax Number 2094560623 2094560188 School Contact for JTPA Participant approved: Rick Travino	Mailing Address 2002 NORTH GATEWAY BLVD FRESNO CA 93727 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE ACCS
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CIP Name	CIP Code	OES Title	OES Code
Computer and Information Sciences, Other	11.9999	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Management Information Systems and Business Data Processing,	52.1201	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

MOLER BARBER COLLEGE AND SCHOOL

Physical Address 1880 TULARE STREET FRESNO CA 93721 Phone Number Fax Number 2094854030 2094852755 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 1880 TULARE STREET FRESNO CA 93721- Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Barber/Hairstylist	12.0402	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Adult and Continuing Teacher Education	13.1201	INSTRUCTORS - NONVOCATIONAL EDUCATION	313170

NATIONAL TRAINING INSTITUTE INC.

Physical Address 1788 NORTH HELM, SUITE 106 FRESNO CA 93727 Phone Number Fax Number 2094561522 2094564841 School Contact for JTPA Participant approved: Stan Hall	Mailing Address 1788 NORTH HELM, SUITE 106 FRESNO CA 93727 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: ACCET CPPV
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CIP Name	CIP Code	OES Title	OES Code
General Selling Skills and Sales Operations	8.0706	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AN	490080
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - PARTS	490140
General Selling Skills and Sales Operations	8.0706	COUNTER AND RENTAL CLERKS	490170

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

POLICE SCIENCE INSTITUTE

Physical Address 2150 TULARE ST FRESNO CA 93721 Phone Number Fax Number 2092663173 2092663421 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 2150 TULARE ST FRESNO CA 93721 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Law Enforcement/Police Science	43.0107	POLICE PATROL OFFICERS	630140
Law Enforcement/Police Science	43.0107	SHERIFFS AND DEPUTY SHERIFFS	630320
Security and Loss Prevention Services	43.0109	GUARDS AND WATCH GUARDS	630470
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS	971050

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

QUALITY COLLEGE OF HEALTH CARE CAREERS

Physical Address 1570 NORTH WISHON FRESNO CA 93728 Phone Number Fax Number 2094975050 2092644454 School Contact for JTPA Participant approved: Darlene Garrett	Mailing Address 1570 NORTH WISHON FRESNO CA 93728 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Hospital or Health Programs Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Custodian/Caretaker	20.0604	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS	971050
Medical Records Tech./Technician	51.0707	MEDICAL RECORDS TECHNICIANS	329110
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Health and Medical Assistants, Other	51.0899	MEDICAL ASSISTANTS	660050
Home Health Aide	51.1615	NURSE AIDES	660080
Home Health Aide	51.1615	HOME HEALTH CARE WORKERS	660110
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080

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Fresno CCOIS Skills Training Directory

REHABILITATION OPPORTUNITY AND DEVELOPMENT INC.

Physical Address 2727 N GROVE INDUSTRIAL DRIVE SUITE 105 FRESNO CA 93721 Phone Number Fax Number 2092550380 2094568571 School Contact for JTPA Participant approved: Jim Walters	Mailing Address 2727 N GROVE INDUSTRIAL DRIVE SUITE 105 FRESNO CA 93721 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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SAFETY FIRST SECURITY TRAINING ACADEMY

Physical Address 1649 VAN NESS SUITE 102 FRESNO CA 93721 Phone Number Fax Number 2094953030 2094980768 School Contact for JTPA Participant approved: Ray Zarate	Mailing Address 1649 VAN NESS SUITE 102 FRESNO CA 93721 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: ACCSC CPPV
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CIP Name	CIP Code	OES Title	OES Code
Security and Loss Prevention Services	43.0109	GUARDS AND WATCH GUARDS	630470

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

SAN JOAQUIN COLLEGE OF LAW

Physical Address 901 FIFTH STREET FRESNO CA 936121312 Phone Number Fax Number 2093232100 2093235566 School Contact for JTPA Participant approved: Pam Rameriz		Mailing Address 901 Fifth Street FRESNO CA 93612-1312 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development		Facility Information: Type of Facility: 4-year, Colleges and Universities Accreditation**: WASC
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CIP Name	CIP Code	OES Title	OES Code
Paralegal/Legal Assistant	22.0103	PARALEGAL PERSONNEL	283050

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

SAN JOAQUIN VALLEY COLLEGE

Physical Address 295 EAST SIERRA AVE FRESNO CA 93710 Phone Number Fax Number 2094488282 2094488250 School Contact for JTPA Participant approved: Dee Lockhart	Mailing Address 295 EAST SIERRA AVE FRESNO CA 93710 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: 2-year, Technical, and Community Colleges Accreditation**: WASC
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CIP Name	CIP Code	OES Title	OES Code
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Corrections/Correctional Administration	43.0102	POLICE AND DETECTIVE SUPERVISORS	610050
Corrections/Correctional Administration	43.0102	CORRECTION OFFICERS AND JAILERS	630170
Security and Loss Prevention Services	43.0109	GUARDS AND WATCH GUARDS	630470
Heating, Air Conditioning and Refrigeration Mechanic and Repaire	47.0201	HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTAL	859020
Dental Assistant	51.0601	DENTAL ASSISTANTS	660020
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Health and Medical Assistants, Other	51.0899	MEDICAL ASSISTANTS	660050
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080

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Fresno CCOIS Skills Training Directory

SANGER ADULT SCHOOL

Physical Address 1705 TENTH STREET SANGER CA 93657 Phone Number Fax Number 2098757121 2098751820 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 1705 TENTH STREET SANGER CA 93657 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input checked="" type="checkbox"/> On Site Child Care <input type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Public Adult Schools with occupational programs Accreditation**: CAC WASC ACCE
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CIP Name	CIP Code	OES Title	OES Code
Kitchen Personnel/Cook and Assistant Training	12.0505	COOKS - RESTAURANT	650260
Kitchen Personnel/Cook and Assistant Training	12.0505	COOKS - SPECIALTY FAST FOOD	650320
Custodial, Housekeeping and Home Services Workers and Manag	20.0601	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

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Fresno CCOIS Skills Training Directory

SELMA ADULT SCHOOL

Physical Address 3125 WRIGHT STREET SELMA CA 93662 Phone Number Fax Number 2098966651 2098967147 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 3125 WRIGHT STREET SELMA CA 93662 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Public Adult Schools with occupational programs Accreditation**: WASC
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CIP Name	CIP Code	OES Title	OES Code
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

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Fresno CCOIS Skills Training Directory

SIERRA VALLEY BUSINESS COLLEGE

Physical Address 4747 NORTH FIRST STREET, BUILDING D FRESNO CA 93726 Phone Number Fax Number 2092220947 2092222973 School Contact for JTPA Participant approved: Donald Goodpaster	Mailing Address 4747 NORTH FIRST STREET, BUILDING D FRESNO CA 93726 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE ACICS
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CIP Name	CIP Code	OES Title	OES Code
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Administrative and Secretarial Services, Other	52.0499	SECRETARIES, GENERAL	551080
Administrative and Secretarial Services, Other	52.0499	STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD	580230
Administrative and Secretarial Services, Other	52.0499	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

TRUCK DRIVING ACADEMY - FRESNO

Physical Address 2757 SOUTH GOLDENT STATE BLVD. FRESNO CA 93725 Phone Number Fax Number 2092334700 2092660747 School Contact for JTPA Participant approved: Shirley Ross	Mailing Address 2757 SOUTH GOLDENT STATE BLVD. FRESNO CA 93725 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE ACCS
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CIP Name	CIP Code	OES Title	OES Code
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS	971050

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Fresno CCOIS Skills Training Directory

UNIVERSITY OF PHOENIX

Physical Address 1314 E SHAW AVE FRESNO CA 93710 Phone Number Fax Number 2092432149 2092432160 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 1314 E SHAW AVE FRESNO CA 93710 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: 4-year, Colleges and Universities Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Nursing, Other	51.1699	REGISTERED NURSES	325020
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Management Information Systems and Business Data Processing,	52.1201	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020

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** Full names of Accrediting Organizations are: ACCET- Accrediting Council for Continuing Education and Training; ACCSCT- Accrediting Commission of Career Schools and Colleges of Technology; ACICS- Accrediting Council for Independent Colleges and Schools; ATS- Association of Theological Schools in United States and Canada; CAC- Committee on Accreditation; CPPVE Approved- Council for Private Postsecondary and Vocational Education Approved; N/A- Not Applicable; NACCAS- National Accrediting Commission of Cosmetology Arts and Sciences; TACCS- Transnational Association of Christian Colleges and Schools; WASC- Western Association of Schools and Colleges.

Fresno CCOIS Skills Training Directory

VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Physical Address 755 J STREET PARLIER CA 93648 Phone Number Fax Number 2096463591 2096463593 School Contact for JTPA Participant approved: ADMIN STAFF	Mailing Address 755 J STREET PARLIER CA 93648- Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input type="checkbox"/> Job Placement <input type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development	Facility Information: Type of Facility: Public Secondary Schools with occupational programs Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Ornamental Horticulture Operations and Management	1.0603	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Kitchen Personnel/Cook and Assistant Training	12.0505	COOKS - RESTAURANT	650260
Kitchen Personnel/Cook and Assistant Training	12.0505	COOKS - SPECIALTY FAST FOOD	650320
Waiter/Waitress and Dining Room Manager	12.0507	WAITERS AND WAITRESSES	650080
Child Care Provider/Assistant	20.0202	RESIDENTIAL COUNSELORS	273070
Child Care Provider/Assistant	20.0202	CHILD CARE WORKERS	680380
Law Enforcement/Police Science	43.0107	POLICE PATROL OFFICERS	630140
Law Enforcement/Police Science	43.0107	SHERIFFS AND DEPUTY SHERIFFS	630320
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Medical Records Tech./Technician	51.0707	MEDICAL RECORDS TECHNICIANS	329110
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

** Full names of Accrediting Organizations are: ACCET- Accrediting Council for Continuing Education and Training; ACCSCT- Accrediting Commission of Career Schools and Colleges of Technology; ACICS- Accrediting Council for Independent Colleges and Schools; ATS- Association of Theological Schools in United States and Canada; CAC- Committee on Accreditation; CPPVE Approved- Council for Private Postsecondary and Vocational Education Approved; N/A- Not Applicable; NACCAS- National Accrediting Commission of Cosmetology Arts and Sciences; TACCS- Transnational Association of Christian Colleges and Schools; WASC- Western Association of Schools and Colleges.

Fresno CCOIS Skills Training Directory

VALLEY SOFTWARE EDUCATIONAL

Physical Address 1702 E BULLARD STE 103B FRESNO CA 937105800 Phone Number Fax Number 2094379825 2094379643 School Contact for JTPA Participant approved: Isaac Martinez		Mailing Address 1702 E BULLARD STE 103B FRESNO CA 93710-5800 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development		Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE
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CIP Name	CIP Code	OES Title	OES Code
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380

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Fresno CCOIS Skills Training Directory

WEST HILLS COLLEGE

Physical Address 300 WEST CHERRY LANE COALINGA CA 932101399 Phone Number Fax Number 2099350801 2099355655 School Contact for JTPA Participant approved: Dr. Frank gornick		Mailing Address 300 WEST CHERRY LANE COALINGA CA 93210-1399 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input checked="" type="checkbox"/> Career Development	Facility Information: Type of Facility: 2-year, Technical, and Community Colleges Accreditation**: WASC
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CIP Name	CIP Code	OES Title	OES Code
Agricultural Mechanization, General	1.0201	FARM EQUIPMENT MECHANICS	853210
Corrections/Correctional Administration	43.0102	POLICE AND DETECTIVE SUPERVISORS	610050
Corrections/Correctional Administration	43.0102	CORRECTION OFFICERS AND JAILERS	630170
Criminal Justice/Law Enforcement Administration	43.0103	POLICE AND DETECTIVE SUPERVISORS	610050
Criminal Justice/Law Enforcement Administration	43.0103	SHERIFFS AND DEPUTY SHERIFFS	630320
Drafting, General	48.0101	DRAFTERS	225140
Construction Equipment Operator	49.0202	INDUSTRIAL TRUCK AND TRACTOR OPERATORS	979470
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS	971050
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEP	553380
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020
General Office/Clerical and Typing Services	52.0408	ADJUSTMENT CLERKS	531230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

* See Fresno Workforce Development Board "Skills Training Directory" for details about JTPA participant approved programs or call (209) 266-3742.

** Full names of Accrediting Organizations are: ACCET- Accrediting Council for Continuing Education and Training; ACCSCT- Accrediting Commission of Career Schools and Colleges of Technology; ACICS- Accrediting Council for Independent Colleges and Schools; ATS- Association of Theological Schools in United States and Canada; CAC- Committee on Accreditation; CPPVE Approved- Council for Private Postsecondary and Vocational Education Approved; N/A- Not Applicable; NACCAS- National Accrediting Commission of Cosmetology Arts and Sciences; TACCS- Transnational Association of Christian Colleges and Schools; WASC- Western Association of Schools and Colleges.

Fresno CCOIS Skills Training Directory

WESTERN PACIFIC TRUCK SCHOOL

Physical Address 4565 NORTH GOLDEN STATE BOULEVARD FRESNO CA 93722 Phone Number Fax Number 2092761220 2094721538 School Contact for JTPA Participant approved: Pete Nagel		Mailing Address 4565 NORTH GOLDEN STATE BOULEVARD FRESNO CA 93722 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Counseling/Academic Advisement <input checked="" type="checkbox"/> Veterans Services <input type="checkbox"/> On Site Child Care <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> JTPA Participant Approved* <input type="checkbox"/> Career Development		Facility Information: Type of Facility: Private Business and Technical Schools Accreditation**: CPPVE ACCS
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CIP Name	CIP Code	OES Title	OES Code
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS	971050

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TRAINING DIRECTORY
SECTION 2
SORTED BY OES
OCCUPATIONAL TITLE

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
ACCOUNTANTS AND AUDITORS		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Accounting
	FRESNO CITY COLLEGE	Accounting
	KINGS RIVER COMMUNITY COLLEGE	Accounting
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS IN	Accounting
	UNIVERSITY OF PHOENIX	Accounting
ADJUSTMENT CLERKS		
	ADVANCED COMPUTER TRAINING SCHOOL	General Office/Clerical and Typing Services
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Office/Clerical and Typing Services
	CENTRAL ADULT EDUCATION	General Office/Clerical and Typing Services
	FRESNO ADULT SCHOOL	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	General Office/Clerical and Typing Services
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Office/Clerical and Typing Services
	HI TECH VOCATIONAL INSTITUTE	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	General Office/Clerical and Typing Services
	MICROCOMPUTER EDUCATION CENTER	General Office/Clerical and Typing Services
	SANGER ADULT SCHOOL	General Office/Clerical and Typing Services
	SELMA ADULT SCHOOL	General Office/Clerical and Typing Services
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	General Office/Clerical and Typing Services
	WEST HILLS COLLEGE	General Office/Clerical and Typing Services
AUTOMOTIVE BODY AND RELATED REPAIRERS		

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
	FRESNO CITY COLLEGE	Auto/Automotive Body Repairer
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	Auto/Automotive Body Repairer
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Auto/Automotive Body Repairer
AUTOMOTIVE MECHANICS		
	AUTOMOTIVE DIAGNOSTICS	Auto/Automotive Mechanic/Technician
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	Auto/Automotive Mechanic/Technician
	FRESNO ADULT SCHOOL	Auto/Automotive Mechanic/Technician
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	Auto/Automotive Mechanic/Technician
	HI TECH VOCATIONAL INSTITUTE	Auto/Automotive Mechanic/Technician
	KINGS RIVER COMMUNITY COLLEGE	Auto/Automotive Mechanic/Technician
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Auto/Automotive Mechanic/Technician
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS		
	ADVANCED COMPUTER TRAINING SCHOOL	Accounting Technician
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	Accounting Technician
	FRESNO ADULT SCHOOL	Accounting Technician
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	Accounting Technician
	HEALD COLLEGE - FRESNO CALIFORNIA	Accounting Technician
	HI TECH VOCATIONAL INSTITUTE	Accounting Technician
	MICROCOMPUTER EDUCATION CENTER	Accounting Technician
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Accounting Technician
	SELMA ADULT SCHOOL	Accounting Technician
	VALLEY SOFTWARE EDUCATIONAL	Accounting Technician

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
CASHIERS	WEST HILLS COLLEGE	Accounting Technician
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Retailing Operations
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Retailing Operations
CHILD CARE WORKERS	FRESNO CITY COLLEGE	Child Care Provider/Assistant
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Child Care Provider/Assistant
	KINGS RIVER COMMUNITY COLLEGE	Child Care Provider/Assistant
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Child Care Provider/Assistant
COMBINED FOOD PREPARATION AND SERVICE WORKERS	CENTRAL VALLEY TRAINING CENTER	Food Sales Operations
COOKS - RESTAURANT	CLOVIS ADULT EDUCATION	Kitchen Personnel/Cook and Assistant Training
	SANGER ADULT SCHOOL	Kitchen Personnel/Cook and Assistant Training
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Kitchen Personnel/Cook and Assistant Training
COOKS - SPECIALTY FAST FOOD	CLOVIS ADULT EDUCATION	Kitchen Personnel/Cook and Assistant Training
	SANGER ADULT SCHOOL	Kitchen Personnel/Cook and Assistant Training
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Kitchen Personnel/Cook and Assistant Training
CORRECTION OFFICERS AND JAILERS	FRESNO CITY COLLEGE	Corrections/Correctional Administration

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Title	School Name	CIP Program Name
	SAN JOAQUIN VALLEY COLLEGE	Corrections/Correctional Administration
	WEST HILLS COLLEGE	Corrections/Correctional Administration
COUNTER AND RENTAL CLERKS		
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Retailing Operations
	CENTRAL VALLEY TRAINING CENTER	General Selling Skills and Sales Operations
	DONALD R. REID & ASSOCIATES	General Selling Skills and Sales Operations
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Retailing Operations
	HI TECH VOCATIONAL INSTITUTE	General Selling Skills and Sales Operations
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS IN	General Selling Skills and Sales Operations
	NATIONAL TRAINING INSTITUTE INC.	General Selling Skills and Sales Operations
DENTAL ASSISTANTS		
	FRESNO CITY COLLEGE	Dental Assistant
	GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS	Dental Assistant
	KINGS RIVER COMMUNITY COLLEGE	Dental Assistant
	SAN JOAQUIN VALLEY COLLEGE	Dental Assistant
DENTAL HYGIENISTS		
	FRESNO CITY COLLEGE	Dental Hygienist
DRAFTERS		
	CLOVIS ADULT EDUCATION	Drafting, General
	FRESNO CITY COLLEGE	Architectural Drafting
	FRESNO CITY COLLEGE	Drafting, General
	WEST HILLS COLLEGE	Drafting, General

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
DRIVER/SALES WORKERS		
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Retailing Operations
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Retailing Operations
ELECTRICIANS		
	FRESNO CITY COLLEGE	Electrician
	KINGS RIVER COMMUNITY COLLEGE	Electrician
FARM EQUIPMENT MECHANICS		
	FRESNO CITY COLLEGE	Agricultural Mechanization, General
	KINGS RIVER COMMUNITY COLLEGE	Agricultural Mechanization, General
	WEST HILLS COLLEGE	Agricultural Mechanization, General
FINANCIAL MANAGERS		
	A. D. BANKER & COMPANY	Investments and Securities
	CALIFORNIA STATE UNIVERSITY, FRESNO	Finance, General
	FRESNO ADULT SCHOOL	Finance, General
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Finance, General
GARDENERS, GROUNDSKEEPERS - EXCEPT FARM		
	AURORA'S VOCATIONAL TRAINING	Ornamental Horticulture Operations and Management
	CALIFORNIA STATE UNIVERSITY, FRESNO	Ornamental Horticulture Operations and Management
	KINGS RIVER COMMUNITY COLLEGE	Landscaping Operations and Management
	KINGS RIVER COMMUNITY COLLEGE	Horticulture Services Operations and Management, General
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Ornamental Horticulture Operations and Management

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
GENERAL OFFICE CLERKS		
	ADVANCED COMPUTER TRAINING SCHOOL	General Office/Clerical and Typing Services
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Office/Clerical and Typing Services
	CENTRAL ADULT EDUCATION	General Office/Clerical and Typing Services
	FRESNO ADULT SCHOOL	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	General Office/Clerical and Typing Services
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Office/Clerical and Typing Services
	HI TECH VOCATIONAL INSTITUTE	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	General Office/Clerical and Typing Services
	MICROCOMPUTER EDUCATION CENTER	General Office/Clerical and Typing Services
	SANGER ADULT SCHOOL	General Office/Clerical and Typing Services
	SELMA ADULT SCHOOL	General Office/Clerical and Typing Services
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	General Office/Clerical and Typing Services
	WEST HILLS COLLEGE	General Office/Clerical and Typing Services
GUARDS AND WATCH GUARDS		
	FRESNO CITY COLLEGE	Security and Loss Prevention Services
	POLICE SCIENCE INSTITUTE	Security and Loss Prevention Services
	POLICE SCIENCE INSTITUTE	Security and Loss Prevention Services
	SAFETY FIRST SECURITY TRAINING ACADEMY	Security and Loss Prevention Services
	SAN JOAQUIN VALLEY COLLEGE	Security and Loss Prevention Services
HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS		

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
	CLOVIS ADULT EDUCATION	Cosmetologist
	FEDERICO COLLEGES/FEDERICO BEAUTY COLLEGES	Electrolysis Technician
	FEDERICO COLLEGES/FEDERICO BEAUTY COLLEGES	Cosmetologist
	FEDERICO COLLEGES/FEDERICO BEAUTY COLLEGES	Barber/Hairstylist
	FRESNO CITY COLLEGE	Cosmetologist
	FRESNO CITY COLLEGE	Barber/Hairstylist
	HAIR INTERNS SCHOOL OF COSMETOLOGY, THE	Cosmetologist
	LYLE'S FIRST AND HERNDON COLLEGE OF BEAUTY	Cosmetologist
	LYLE'S FRESNO SHAW & MARKS COLLEGE OF BEAUTY	Cosmetologist
	MANCHESTER COLLEGE OF BEAUTY	Cosmetologist
	MOLER BARBER COLLEGE AND SCHOOL	Barber/Hairstylist
	MOLER BARBER COLLEGE AND SCHOOL	Cosmetologist
HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS		
	FRESNO CITY COLLEGE	Heating, Air Conditioning and Refrigeration Mechanic and Repairer
	SAN JOAQUIN VALLEY COLLEGE	Heating, Air Conditioning and Refrigeration Mechanic and Repairer
HOME HEALTH CARE WORKERS		
	BEVERLY ENTERPRISES	Nurse Assistant/Aide
	FRESNO ADULT SCHOOL	Nurse Assistant/Aide
	FRESNO ADULT SCHOOL	Home Health Aide
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Nurse Assistant/Aide
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Home Health Aide
	SAN JOAQUIN VALLEY COLLEGE	Nurse Assistant/Aide

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Title	School Name	CIP Program Name
INDUSTRIAL TRUCK AND TRACTOR OPERATORS	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Nurse Assistant/Aide
	WEST HILLS COLLEGE	Construction Equipment Operator
INSTRUCTORS - NONVOCATIONAL EDUCATION	HAIR INTERNS SCHOOL OF COSMETOLOGY, THE	Adult and Continuing Teacher Education
	LYLE'S FRESNO SHAW & MARKS COLLEGE OF BEAUTY	Adult and Continuing Teacher Education
	MANCHESTER COLLEGE OF BEAUTY	Adult and Continuing Teacher Education
	MOLER BARBER COLLEGE AND SCHOOL	Adult and Continuing Teacher Education
JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	Custodial, Housekeeping and Home Services Workers and Managers,
	CENTRAL VALLEY TRAINING CENTER	Custodial, Housekeeping and Home Services Workers and Managers,
	CLOVIS ADULT EDUCATION	Custodial, Housekeeping and Home Services Workers and Managers,
	FRESNO ADULT SCHOOL	Custodian/Caretaker
	HI TECH VOCATIONAL INSTITUTE	Custodial, Housekeeping and Home Services Workers and Managers,
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Custodian/Caretaker
	SANGER ADULT SCHOOL	Custodial, Housekeeping and Home Services Workers and Managers,
LEGAL SECRETARIES	FRESNO CITY COLLEGE	Legal Administrative Assistant/Secretary
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Legal Administrative Assistant/Secretary
	HEALD COLLEGE - FRESNO CALIFORNIA	Legal Administrative Assistant/Secretary
	WEST HILLS COLLEGE	Legal Administrative Assistant/Secretary
LICENSED VOCATIONAL NURSES		

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
MAINTENANCE REPAIRERS - GENERAL UTILITY	FRESNO CITY COLLEGE	Practical Nurse (L.P.N. Training)
	FRESNO CITY COLLEGE	Building/Property Main. and Manager
	HI TECH VOCATIONAL INSTITUTE	Building/Property Main. and Manager
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS IN	Building/Property Main. and Manager
MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	CALIFORNIA STATE UNIVERSITY, FRESNO	Public Relations and Organizational Communications
	CALIFORNIA STATE UNIVERSITY, FRESNO	Business Marketing and Marketing Management
	CALIFORNIA STATE UNIVERSITY, FRESNO	Advertising
	DONALD R. REID & ASSOCIATES	Business Marketing and Marketing Management
MEDICAL ASSISTANTS	FRESNO CITY COLLEGE	Medical Assistant
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Medical Office Management
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Medical Assistant
	GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS	Medical Assistant
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Medical Assistant
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Health and Medical Assistants, Other
	SAN JOAQUIN VALLEY COLLEGE	Health and Medical Assistants, Other
	SAN JOAQUIN VALLEY COLLEGE	Medical Assistant
	VALLEY SOFTWARE EDUCATIONAL	Medical Assistant
MEDICAL RECORDS TECHNICIANS	FRESNO CITY COLLEGE	Medical Records Tech./Technician

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Medical Records Tech./Technician
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Medical Records Tech./Technician
NURSE AIDES		
	BEVERLY ENTERPRISES	Nurse Assistant/Aide
	FRESNO ADULT SCHOOL	Home Health Aide
	FRESNO ADULT SCHOOL	Nurse Assistant/Aide
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Nurse Assistant/Aide
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Home Health Aide
	SAN JOAQUIN VALLEY COLLEGE	Nurse Assistant/Aide
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Nurse Assistant/Aide
PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE		
	FRESNO CITY COLLEGE	Painter and Wall Coverer
PARALEGAL PERSONNEL		
	CENTRAL CALIFORNIA COLLEGE SCHOOL OF LAW	Paralegal/Legal Assistant
	FRESNO CITY COLLEGE	Paralegal/Legal Assistant
	SAN JOAQUIN COLLEGE OF LAW	Paralegal/Legal Assistant
PLUMBERS, PIPEFITTERS, AND STEAMFITTERS		
	FRESNO CITY COLLEGE	Plumber and Pipefitter
POLICE AND DETECTIVE SUPERVISORS		
	FRESNO CITY COLLEGE	Criminal Justice/Law Enforcement Administration
	FRESNO CITY COLLEGE	Corrections/Correctional Administration
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Criminal Justice/Law Enforcement Administration

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
	KINGS RIVER COMMUNITY COLLEGE	Criminal Justice/Law Enforcement Administration
	SAN JOAQUIN VALLEY COLLEGE	Corrections/Correctional Administration
	WEST HILLS COLLEGE	Criminal Justice/Law Enforcement Administration
	WEST HILLS COLLEGE	Corrections/Correctional Administration
POLICE PATROL OFFICERS		
	FRESNO CITY COLLEGE	Law Enforcement/Police Science
	POLICE SCIENCE INSTITUTE	Law Enforcement/Police Science
	POLICE SCIENCE INSTITUTE	Law Enforcement/Police Science
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Law Enforcement/Police Science
RECEPTIONISTS AND INFORMATION CLERKS		
	ADVANCED COMPUTER TRAINING SCHOOL	General Office/Clerical and Typing Services
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Office/Clerical and Typing Services
	CENTRAL ADULT EDUCATION	General Office/Clerical and Typing Services
	FRESNO ADULT SCHOOL	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	Receptionist
	FRESNO CITY COLLEGE	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	General Office/Clerical and Typing Services
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Office/Clerical and Typing Services
	HI TECH VOCATIONAL INSTITUTE	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	Receptionist
	MICROCOMPUTER EDUCATION CENTER	General Office/Clerical and Typing Services

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
	SANGER ADULT SCHOOL	General Office/Clerical and Typing Services
	SELMA ADULT SCHOOL	General Office/Clerical and Typing Services
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	General Office/Clerical and Typing Services
	WEST HILLS COLLEGE	General Office/Clerical and Typing Services
REGISTERED NURSES		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Nursing (R.N. Training)
	CALIFORNIA STATE UNIVERSITY, FRESNO, DIVISION OF EXTENDED EDUCA	Nursing (R.N. Training)
	FRESNO CITY COLLEGE	Nursing (R.N. Training)
	UNIVERSITY OF PHOENIX	Nursing, Other
RESIDENTIAL COUNSELORS		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Counselor Education Counseling and Guidance Services
	FRESNO CITY COLLEGE	Child Care Provider/Assistant
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Child Care Provider/Assistant
	KINGS RIVER COMMUNITY COLLEGE	Child Care Provider/Assistant
	KINGS RIVER COMMUNITY COLLEGE	Child Care Services Manager
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Child Care Provider/Assistant
SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL		
	CENTRAL VALLEY TRAINING CENTER	General Selling Skills and Sales Operations
	DONALD R. REID & ASSOCIATES	General Selling Skills and Sales Operations
	FRESNO CITY COLLEGE	Marketing Operations/Marketing and Distribution, Other
	FRESNO CITY COLLEGE	Recreation Products/Services Marketing Operations
	HI TECH VOCATIONAL INSTITUTE	General Selling Skills and Sales Operations

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
	KINGS RIVER COMMUNITY COLLEGE	Marketing Operations/Marketing and Distribution, Other
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS IN	General Selling Skills and Sales Operations
	NATIONAL TRAINING INSTITUTE INC.	General Selling Skills and Sales Operations
SALESPERSONS - PARTS		
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Retailing Operations
	CENTRAL VALLEY TRAINING CENTER	General Selling Skills and Sales Operations
	DONALD R. REID & ASSOCIATES	General Selling Skills and Sales Operations
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Retailing Operations
	HI TECH VOCATIONAL INSTITUTE	General Selling Skills and Sales Operations
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS IN	General Selling Skills and Sales Operations
	NATIONAL TRAINING INSTITUTE INC.	General Selling Skills and Sales Operations
SECRETARIES, GENERAL		
	CENTRAL ADULT EDUCATION	Administrative Assistant/Secretarial Science, General
	COMMUNITY TRADE & TECHNICAL INSTITUTE	Administrative Assistant/Secretarial Science, General
	FRESNO CITY COLLEGE	Administrative and Secretarial Services, Other
	FRESNO CITY COLLEGE	Administrative Assistant/Secretarial Science, General
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	Administrative Assistant/Secretarial Science, General
	FRESNO INSTITUTE OF TECHNOLOGY	Administrative Assistant/Secretarial Science, General
	HEALD COLLEGE - FRESNO CALIFORNIA	Administrative Assistant/Secretarial Science, General
	MICROCOMPUTER EDUCATION CENTER	Administrative Assistant/Secretarial Science, General
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Administrative Assistant/Secretarial Science, General
	SAN JOAQUIN VALLEY COLLEGE	Administrative Assistant/Secretarial Science, General

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
	SIERRA VALLEY BUSINESS COLLEGE	Administrative Assistant/Secretarial Science, General
	SIERRA VALLEY BUSINESS COLLEGE	Administrative and Secretarial Services, Other
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Administrative Assistant/Secretarial Science, General
	WEST HILLS COLLEGE	Administrative Assistant/Secretarial Science, General
SHERIFFS AND DEPUTY SHERIFFS		
	FRESNO CITY COLLEGE	Criminal Justice/Law Enforcement Administration
	FRESNO CITY COLLEGE	Law Enforcement/Police Science
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Criminal Justice/Law Enforcement Administration
	KINGS RIVER COMMUNITY COLLEGE	Criminal Justice/Law Enforcement Administration
	POLICE SCIENCE INSTITUTE	Law Enforcement/Police Science
	POLICE SCIENCE INSTITUTE	Law Enforcement/Police Science
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Law Enforcement/Police Science
	WEST HILLS COLLEGE	Criminal Justice/Law Enforcement Administration
STOCK CLERKS - SALES FLOOR		
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Retailing Operations
	FRESNO CITY COLLEGE	Marketing Operations/Marketing and Distribution, Other
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Retailing Operations
	KINGS RIVER COMMUNITY COLLEGE	Marketing Operations/Marketing and Distribution, Other
STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD		
	FRESNO CITY COLLEGE	Administrative and Secretarial Services, Other
	SIERRA VALLEY BUSINESS COLLEGE	Administrative and Secretarial Services, Other
SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING		

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Titl	School Name	CIP Program Name
	CALIFORNIA STATE UNIVERSITY, FRESNO	Computer and Information Sciences, General
	CALIFORNIA STATE UNIVERSITY, FRESNO, DIVISION OF EXTENDED EDUCA	Computer and Information Sciences, General
	FRESNO ADULT SCHOOL	Computer and Information Sciences, General
	FRESNO CITY COLLEGE	Management Information Systems and Business Data Processing, Gene
	FRESNO CITY COLLEGE - TRAINING INSTITUTE	Management Information Systems and Business Data Processing, Gene
	KINGS RIVER COMMUNITY COLLEGE	Computer and Information Sciences, Other
	KINGS RIVER COMMUNITY COLLEGE	Computer and Information Sciences, General
	MICROCOMPUTER EDUCATION CENTER	Management Information Systems and Business Data Processing, Gene
	MICROCOMPUTER EDUCATION CENTER	Computer and Information Sciences, Other
	PROTEUS INC	Management Information Systems and Business Data Processing, Gene
	SAN JOAQUIN VALLEY COLLEGE	Computer and Information Sciences, General
	SELMA ADULT SCHOOL	Computer and Information Sciences, General
	UNIVERSITY OF PHOENIX	Management Information Systems and Business Data Processing, Gene
TEACHERS AND INSTRUCTORS - VOCATIONAL EDUCATION AND TRAINING		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Agricultural Teacher Education (Vocational)
TEACHERS - SECONDARY SCHOOL		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Music Teacher Education
	CALIFORNIA STATE UNIVERSITY, FRESNO	Reading Teacher Education
TEACHERS - SPECIAL EDUCATION		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Special Education, General
	CALIFORNIA STATE UNIVERSITY, FRESNO	Special Education, Other
	FRESNO CITY COLLEGE	Special Education, Other

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Title	School Name	CIP Program Name
	KINGS RIVER COMMUNITY COLLEGE	Special Education, General
TRAFFIC, SHIPPING, AND RECEIVING CLERKS		
	ADVANCED COMPUTER TRAINING SCHOOL	General Office/Clerical and Typing Services
	CALIFORNIA TECHNICAL EDUCATION FRESNO INC.	General Office/Clerical and Typing Services
	CENTRAL ADULT EDUCATION	General Office/Clerical and Typing Services
	FRESNO ADULT SCHOOL	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	Administrative and Secretarial Services, Other
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	General Office/Clerical and Typing Services
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Office/Clerical and Typing Services
	HI TECH VOCATIONAL INSTITUTE	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	General Office/Clerical and Typing Services
	MICROCOMPUTER EDUCATION CENTER	General Office/Clerical and Typing Services
	SANGER ADULT SCHOOL	General Office/Clerical and Typing Services
	SELMA ADULT SCHOOL	General Office/Clerical and Typing Services
	SIERRA VALLEY BUSINESS COLLEGE	Administrative and Secretarial Services, Other
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	General Office/Clerical and Typing Services
	WEST HILLS COLLEGE	General Office/Clerical and Typing Services
TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER		
	FRESNO CITY COLLEGE	Truck, Bus and Other Commercial Vehicle Operator
	POLICE SCIENCE INSTITUTE	Truck, Bus and Other Commercial Vehicle Operator
	POLICE SCIENCE INSTITUTE	Truck, Bus and Other Commercial Vehicle Operator

CCOIS Training Directory Sorted by (OES) Occupational Title

OES Title	School Name	CIP Program Name
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Truck, Bus and Other Commercial Vehicle Operator
	TRUCK DRIVING ACADEMY - FRESNO	Truck, Bus and Other Commercial Vehicle Operator
	WEST HILLS COLLEGE	Truck, Bus and Other Commercial Vehicle Operator
	WESTERN PACIFIC TRUCK SCHOOL	Truck, Bus and Other Commercial Vehicle Operator
TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS		
	FRESNO CITY COLLEGE	Truck, Bus and Other Commercial Vehicle Operator
	POLICE SCIENCE INSTITUTE	Truck, Bus and Other Commercial Vehicle Operator
	POLICE SCIENCE INSTITUTE	Truck, Bus and Other Commercial Vehicle Operator
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Truck, Bus and Other Commercial Vehicle Operator
	TRUCK DRIVING ACADEMY - FRESNO	Truck, Bus and Other Commercial Vehicle Operator
	WEST HILLS COLLEGE	Truck, Bus and Other Commercial Vehicle Operator
	WESTERN PACIFIC TRUCK SCHOOL	Truck, Bus and Other Commercial Vehicle Operator
WAITERS AND WAITRESSES		
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Waiter/Waitress and Dining Room Manager
WELDERS AND CUTTERS		
	FRESNO CITY COLLEGE	Industrial Production Technol./Technicians, Other